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ABSTRACT

This guide is designed to introduce students to the California State University at Long Beach Library. The first chapter discusses how to start searching for information--types of information sources, search strategy, choosing a topic and finding preliminary information, encyclopedias, and dictionaries. Topics related to catalogs and computers are addressed in the second chapter--the card catalog; author, title, and subject approaches; reference books; audiovisual materials; filing in the card catalog; using information on catalog cards; classification systems and call number order; the Library Information Network; and checking out a book. The third chapter covers periodicals, newspapers, and their indexes. The guide is illustrated throughout and an index is provided. (MES)

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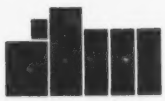
Basic Library Skills

by JOY THOMAS
Library Instruction Coordinator



University Library
California State University,
Long Beach

Grateful thanks to my colleagues for their ideas and suggestions. Special appreciation goes to Maria Sugrañes and Helen Britton for permission to reproduce portions of the *Library Instruction Handbook*, second edition, third printing, 1986, on pages 19 and 30.

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1 Searching for Information: Getting Started

HERE'S MY NEW MANUSCRIPT. I HAD A HECK OF A TIME RESEARCHING IT.
WHAT'S IT CALLED?
PETER'S PUBLISHING CO.
IT'S CALLED, "IS THERE LIFE ON THE PLANET MARS?"
BUT THERE'S NOTHING HERE BUT BLANK PAGES...
LIKE I SAID: "I HAD A HECK OF A TIME RESEARCHING IT."
PETER'S PUBLISHING CO.

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Sometimes you may feel like this unfortunate researcher. This decade has been called the "Information Age" because accurate information is essential for making decisions that will affect all aspects of your life. Having access to accurate information and the opinions of experts will better equip you to make decisions. The purpose of this book is to orient you to the University Library and its information resources so that gathering information can become an efficient and perhaps even enjoyable task. Happy research!

TYPES OF INFORMATION SOURCES

To find information, it helps if you

1. have a clear idea of the kind of information you want; and,
2. are familiar with basic reference sources.

By defining what type of information you need, you can consult the appropriate source(s). When you know what types of information are found in what kinds of books, you will have a better chance of finding what you want. For instance, you wouldn't use an encyclopedia for up-to-date information on a current event — you would probably use a newspaper. And for statistical information you would consult an almanac rather than a dictionary. Basic reference sources and their information functions are listed on the next page.

Types of Information Sources

Type of Information	*Source*
Statistical information	Almanacs
Geographic information	Atlases
List of readings on a subject	Bibliographies
Citations to information about people	Biographical indexes
Information about people	Biographies
Citations to criticisms of books	Book review indexes
Lengthy treatment of topics	Books
Definitions	Dictionaries
Summaries and background	Encyclopedias
Guides to specific subjects	Handbooks
References to newspaper articles	Newspaper indexes
Contemporary local information	Newspapers
References to articles in magazines or journals	Periodical indexes
Current information or research	Periodicals
Synonyms	Thesauri

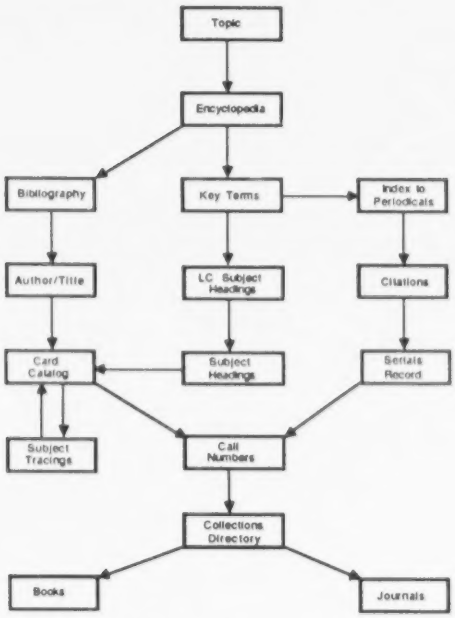
Most of these sources are found in the **Reference Center** (Second Floor West), where books classified as Reference are shelved. When a book's call number is preceded by **Ref**, you will know to look for it in the Reference Center. Reference materials may be used only in the Library. Pamphlets, government documents and maps are also kept here but may be checked out at the Circulation Desk. Reference librarians are on duty in the Reference Center to guide your search for information during most hours that the Library is open. You will find a map of the Reference Center on page 14.

SEARCH STRATEGY

Before you begin looking for information for a term paper, a project, personal decision making or enjoyment, make your effort count by spending a short time planning your **search strategy.** Knowing what you're doing and how to go about it makes any project easier, and term papers are no exception.

A simple search strategy is outlined and diagrammed on the next page. Each step will be explored in detail in subsequent sections of this book.

1. Select a topic for research (Chapter One)
2. Read an encyclopedia article (Chapter One)
3. Narrow your topic
4. Search the card catalog for books or media (Chapter Two)
5. Find the books using the Collections Directory (Chapter Two)
6. Search indexes to magazines, journals, and newspapers (Chapter Three)
7. Find periodicals or newspapers owned by the Library (Chapter Three)



A Simple Library Search Strategy

Like any other skill you have developed, doing research efficiently requires some practice. As you repeat the research process for college or work, you will become a more efficient gatherer of information. There are many sources of information not mentioned in this book, so don't forget to consult with the librarians in the Reference Center (Second Floor West). They will assist with your research needs.

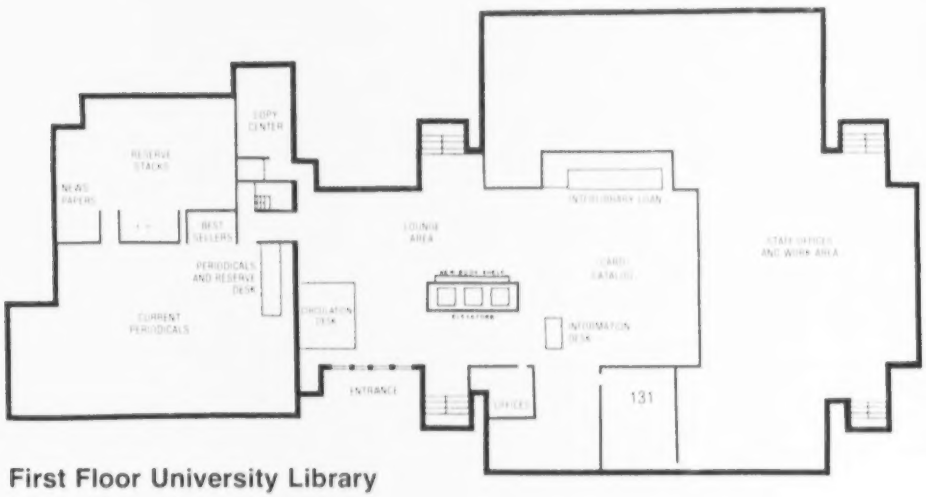
A Word about Words

Some of the terms used in this book are fundamental to information retrieval. Such terms are highlighted throughout this book by printing them in **bold-faced type, like this**. Look up these terms in the index to find more information.

CHOOSING A TOPIC AND FINDING PRELIMINARY INFORMATION

When you have to write a paper, you may have some trouble choosing a relevant topic. One way to get started choosing a topic is to scan interesting parts of your textbook for intriguing ideas. Your professor is an excellent source of ideas. Another way is to find magazines or journals in the field and browse through them until you find an interesting article. Browsing is *not* efficient if you have already determined what the topic of your research will be, but it can be a good way to get inspiration.

In the University Library, recent issues of newspapers and **periodicals** (magazines and journals) are kept in the **Current Periodicals and Reserve Book Room** on the first floor (see floor plan).



First Floor University Library

In the Current Periodicals and Reserve Book Room you will find approximately two months' past issues of newspapers, filed alphabetically by the name of the newspaper. In our University Library, magazines and journals are arranged by call number, using the **Library of Congress (LC) classification system.** LC classification uses the letters of the alphabet to organize all areas of knowledge. To find which of the Library's nearly 6,000 periodicals may cover a topic you are researching, you need to use (but not to memorize!) the LC classification which includes your subject. On the next page is a list of broad subject divisions and some important subdivisions for the Library of Congress classification system.

Highlights from the Library of Congress Classification System

A General Works
- AE General Encyclopedias

B Philosophy, Psychology, Religion
- BF Psychology
- BL-BX Religions, Mythology

C History (Auxiliary Sciences: Archaeology, etc.)

D History (except America)
- DA Great Britain
- DS Asia
- DT Africa

E-F America and the United States

G Geography, Anthropology
- G-GB Geography
- GC Oceanography
- GN Anthropology
- GV Sports, Recreation

H Social Sciences
- HA-HJ Economics/Business
- HM-HQ Sociology
- HX Communism, Socialism

J Political Science

K Law

L Education

M Music
- MT Music Instruction

N Fine Arts
- NB Sculpture
- NC Graphic Arts
- ND Painting

P Language and Literature
- PB-PH European Languages
- PJ-PL Oriental Languages
- PQ European Literature
- PR English Literature
- PS American Literature
- PT German Literature

Q Science
- QA Math and Computers
- QC Physics
- QD Chemistry
- QE Geology
- QL Zoology
- QR Bacteriology

R Medicine

S Agriculture

T Engineering and Technology
- TA Civil Engineering
- TJ Mechanical Engineering
- TX Home Economics

U Military Science

V Naval Science

Z Bibliography and Library Science

To find a specific magazine or journal, use the **Serials Record** to find its individual call number. The Serials Record (the Library's list of periodicals and newspapers) is described in detail on page 39. Remember that only recent, **unbound** periodicals and newspapers are kept in the Current Periodicals and Reserve Book Room. Older issues of newspapers and periodicals are shelved elsewhere in the Library.

You may be able to get ideas for your paper from books or other materials which faculty members put in the Reserve Book Room. A professor will place materials on reserve to make sure that all of his or her students have an equal chance to use them. You can tell if a book is on reserve by consulting the computer printouts, which list items by author, title, call number, or professor's name. Materials on reserve may be checked out for short periods which are specified in the front of each book; be sure you know the loan period, because there are costly fines for overdue reserve materials.

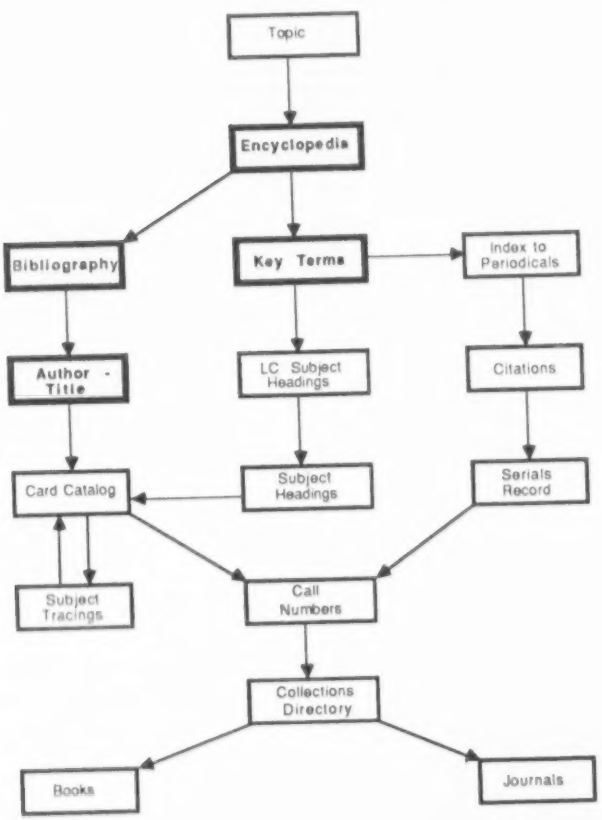
Students cannot check periodicals or newspapers out of the Library, so there are copy machines in the Current Periodicals and Reserve Book Room. The adjacent Copy Center has more copy machines. Feel free to bring books and older periodicals from other floors to the Copy Center and leave them in the Copy Center when you have completed your copying. In addition, students may rent typewriters in the Copy Center.

The map on page 8 shows the Circulation Desk near the entrance to the Reserve Book Room. To check out books, show your CSULB identification card and a sticker will be attached to the back. You may then check out books for three weeks. Books may be renewed *in person* unless they have been requested by someone else.

ENCYCLOPEDIAS

Once you have decided what the topic of your research will be, a good way to begin searching for information on an unfamiliar subject is to read an article in a general or specialized encyclopedia.

You probably have used general encyclopedias often. General encyclopedias contain articles by experts on a wide variety of topics. Often these articles are signed; that is, the author is named. Encyclopedia articles typically are arranged alphabetically by subject. Since all information on a topic may not be included in a single article, consult the encyclopedia's index, which is usually the last volume of the set.



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Why Use an Encyclopedia?

There are three good reasons for beginning research with an encyclopedia.

First: Reading an article will give you an overview, an *introduction* to the subject. Encyclopedia articles are written by specialists in the field and are frequently signed, so you can tell who wrote them.

Second: Most encyclopedia articles conclude with a *bibliography*, a list of references to books or articles on the topic. Notice that the example shown below has a bibliography listing additional sources of information. If you need further information on the subject, you can find out whether the Library owns these items by checking the card catalog for books (page 18) or the Serials Record for journals (page 39).

Third: An encyclopedia article can help you become familiar with the *terminology and key concepts* of the topic. Later you may use these terms in the card catalog or in periodical indexes. The example below is from *Encyclopedia Americana*, a frequently used general encyclopedia. As you read the article, note terms that might be used to search the card catalog.

SURFING, also called surf riding, is the sport and art of riding an ocean wave. In the most popular form of the sport, the surfer stands on a surfboard. Other forms of surfing make use of bellyboards, kneeboards, inflated rubber mats, canoes, and kayaks. In body surfing no equipment is used. Whatever the vehicle or the technique, surfing requires great skill and balance.

History of surfing. Surf riding was a favorite pastime of the ancient Polynesians who inhabited the islands in the Pacific Ocean from New Zealand to Tahiti and who are believed to have brought the sport to Hawaii. The English explorer Capt. James Cook witnessed the sport when he discovered the Sandwich (Hawaiian) Islands in 1778. He wrote in the ship's log that as the surf broke in Kealakekua Bay, native persons on boards "place themselves on the summit of the largest surge by which they are driven along with amazing rapidity toward the shore."

With the arrival in 1820 of New England missionaries, who frowned on the nakedness of surfers and on the gambling that frequently accompanied surfing contests, the sport died out. Its renaissance began in 1908, when Alexander Hume Ford founded the outrigger Canoe Club in Honolulu to foster surfing and canoe riding. Tourist interest, plus the efforts of Duke Kahanamoku, a champion surfer, helped to spread the sport to the West. Surfing developed slowly, however, the major drawback being the long (14–18 feet or 4.25–5.5 meters) and heavy (about 150 pounds or 56 kg) redwood boards that few surfers could handle. With the introduction in the 1940's of light balsa boards and, in the mid-1950's, of polyurethane foam boards, which are easily carried and are more maneuverable in the water, interest in the sport grew rapidly throughout the world. Hawaii remains the center of surfing and offers the most challenging waves. A high spot in the career of any surfer is to travel to the North Shore of Oahu during the winter and early spring and contest the heavy swells that roll down on Hawaii from the North Pacific.

The sport of surfing is governed in the United States by the Western, Eastern, and Hawaiian surfing associations. These organizations conduct a series of United States competitions on the East and West coasts and in Hawaii, and winners participate in a biennial world contest. Surfers in competitive runs are judged mostly on form and skill. Officials award points for takeoff, turns, length of ride, and difficulty of wave selected. Judging is done from the beach. Other countries with nationwide programs include Peru, Australia, France, Ireland, Mexico, Britain, and South Africa. The first world competitions were held in Manly, Australia, in 1962.

Boards. The modern surfboard measures 5 to 9 feet (1.5–2.7 meters) long, depending on the surfer's size and style, 18 to 22 inches (45.7–55.8 cm) wide, and 3 to 4 inches (7–10 cm) thick in the center, with the nose and tail sections frequently tapered. Each board has a point of balance, generally a short distance behind its center, in relation to the size and weight of the surfer.

Weighing between 5 and 12 pounds (11–26 kg), the board has one or two foiled fins laminated to the underside at the rear for directional stability. Surfboards are made of polyurethane foam and are covered with fiber-glass reinforced plastic with a coating of wax across the deck for traction.

Fundamentals. A foot-high wave will propel a surfboard, but the average size of a ridden wave is about 3 or 4 feet (0.91–1.2 meters). The fastest surfing is done on waves that reach heights of 15 to 20 feet (4.5 to 6 meters).

To get to the takeoff point offshore where the waves are suitable, the surfer, lying flat or kneeling on the board with his weight slightly aft to keep the nose clear of the water, paddles with his arms. Just before the unbroken wave he has chosen to ride reaches him, he begins paddling shoreward to gain speed. As the wave moves him forward and his paddling speed increases, the board starts sliding down the wave face. At this point the surfer has caught the wave, so he pushes up with his hands and stands, legs apart and flexed, one foot leading the other. Now his objective is to stay involved with the breaking part of the wave. He maneuvers the board close to the breaking section of the wave and travels a path somewhat parallel to the shoreline. The beginning surfer must keep away from the breaking part of the wave, or else he will be knocked from the board or have to ride it straightforward to the shore. He maneuvers the board to the right or left primarily by shifting his weight to the right or left. As the wave diminishes, he leans back and turns the board over the back of the wave. In a spill, the surfer should stay under water a few seconds and then come up with his head protected to avoid being injured by the board.

Surfing experts perform exciting maneuvers, such as riding the nose while going at full speed, turning back and forth, and climbing up and dropping down the face of the wave. One of the most challenging feats is riding completely within the curl of the wave.

Many surfers have come to regard the sport as an aesthetic and spiritual experience, involving the mind as well as the body. The individual operating within a territory of danger feels the power of the wave. The closer he can bring himself to the power, and therefore the danger, the better he is at surfing. It is the same with bullfighting.

In *body surfing*, the swimmer strokes hard down the face of the wave just as the wave begins to break. With one arm and body fully extended or with both arms at his sides, he slides down or across the face of the wave much the same as a board surfer.

JOHN SEVERSON and DREW KAMPION
Editors, "Surfer" magazine.

Bibliography

Dixon, Peter, *Complete Book on Surfing* (New York 1965).
Dixon, Peter, *Where the Surfers Are* (New York 1968).
Houston, James D., and Finney, B. R., *Surfing: The Sport of Hawaiian Kings* (Rutland, Vt. 1966).
Oliver, R. R., and Graham, R. W., *Kings of the Surf* (New York 1970).
Severson, John Hugh, ed., *Great Surfing* (New York 1967).
Wagenvoord, James, and Bailey, Lynn, *How to Surf* (New York 1968).

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In the previous example, specific terms that might be useful in searching the card catalog include

BODY SURFING *or* SURF RIDING *or* SURFBOARDS *or* SURFING

Terms that are too general or too ambiguous and probably would not be helpful search terms are

HAWAII *and* OCEANS *and* WATER SPORTS

Chapter 2 goes into more detail about what to do with the terms you identify when reading an encyclopedia article.

Specialized Encyclopedias

General encyclopedias contain articles about all areas of knowledge, but there are also more **specialized encyclopedias** whose coverage is narrower. In other words, specialized encyclopedias give more detail about a narrower range of subjects; and the articles usually have longer bibliographies. An article from the *McGraw-Hill Encyclopedia of Science and Technology* is reprinted below. Contrast it with the article from the general encyclopedia on the previous page. Other specialized encyclopedias are listed on the next page.

Fundamental stars

That relatively small number of the brighter stars distributed as uniformly as possible over the entire sky. For metrical purposes the sky is considered as the inner surface of a sphere; astrometry consists of measuring the spherical coordinates of the stars, analogously to measuring the latitudes and longitudes of points on the surface of the Earth. The fundamental stars are the celestial analog of the first-order triangulation points on the Earth. Thus the coordinates of the fundamental stars are first measured, using elaborate special techniques designed to measure large angular distances; the coordinates of the remaining stars are then inferred by other, less elaborate techniques. *See Astrometry; Astronomical coordinate systems.*

Since the coordinates of the stars are continuously changing as a result of the motion of the Earth and, to a lesser degree, the motions of the stars themselves, it is equally necessary to measure the changes as to measure the coordinates at a definite specified time. Thus the determination of the coordinates is a continuing process, with no definite termination.

From time to time the available knowledge of the coordinates of the fundamental stars, and of their changes, is compiled and published in a fundamental catalog. By international agreement it is used by astronomers throughout the world. The presently accepted one contains the coordinates and their variations of 1535 stars for the years 1950 and 1975; from this information the coordinates at any other time may be derived.

Gerald M. Clemence/Robert S. Harrington

Bibliography. H. K. Eichhorn, *Astronomy of Star Positions*, 1974; E. W. Fricke and A. Kopff (eds.), *Fourth Fundamental Catalogue (FK4)*, Veroffentlichungen des Astronomisches Rechen-Instituts, Heidelberg, 1963.

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Examples of Specialized Encyclopedias

Ref DS 102.8 E5 — *Encyclopedia Judaica*. Jerusalem: Macmillan, 1971.
Sixteen volumes covering all aspects of Jewish culture and history.

Ref QH 332 E52 — *Encyclopedia of Bioethics*. New York: Free Press, 1978.
Summarizes major controversial issues in the field of medicine. Four volumes.

Ref B 51 E5 — *The Encyclopedia of Philosophy*. New York: Macmillan, 1967.
Eight volumes. Discusses Eastern and Western philosophy including ancient, medieval and modern philosophy.

Ref N 31 E533 — *Encyclopedia of World Art*. New York: McGraw-Hill, 1959.
Includes architecture, sculpture, painting. Last half of each volume consists of illustrations. Fifteen volumes.

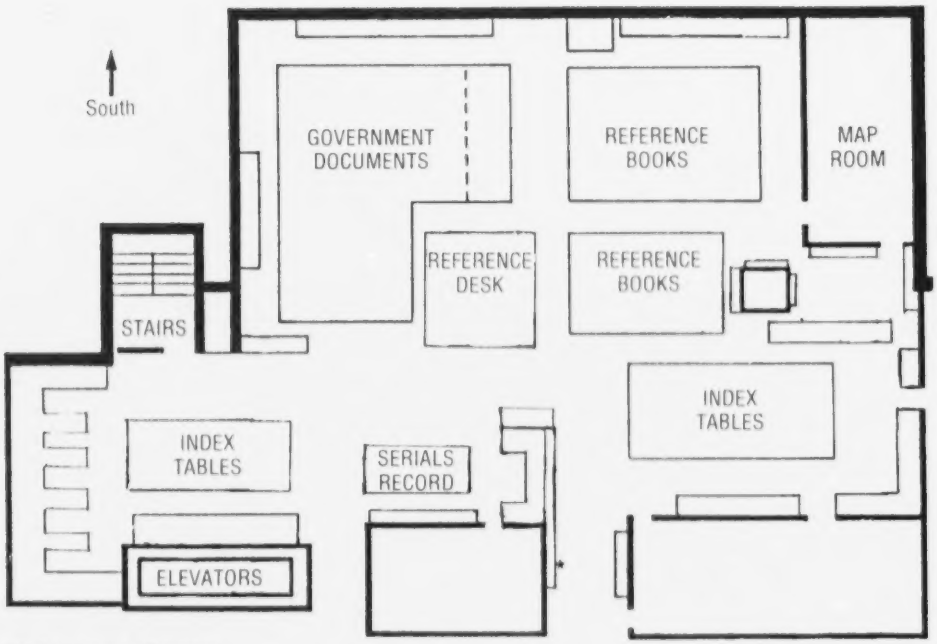
Ref LB 15 I569 — *International Encyclopedia of Education*. Oxford: Pergamon Pr. 1985.
Reviews educational research. Takes the view that education is a life-long process. Ten volumes.

Ref H 40 A2I5 — *International Encyclopedia of the Social Sciences*. New York: Macmillan & the Free Press, 1968.
Seventeen volumes. Comprehensive articles cover anthropology, economics, geography, history, law, political science, psychology, sociology, and statistics.

Ref Q 121 M3 — *McGraw-Hill Encyclopedia of Science and Technology*. New York: McGraw-Hill, 1987.
Twenty volumes. Treats all branches of science and technology except medicine. Good illustrations. No biographical or historical articles.

Ref ML 100 G885 — *New Grove Dictionary of Music and Musicians*. London: Macmillan, 1980.
Music's most important and comprehensive work. Twenty volumes of long evaluative articles.

Call numbers of most encyclopedias are preceded by **Ref**. This tells you that the set of encyclopedia may be found in the Reference Center (Second Floor West). Each row of the reference shelves is labeled with the call numbers for the books shelved in that row. In addition to encyclopedias, reference materials include dictionaries, abstracts, indexes, directories, career materials, phone books, catalogs from other colleges, and many other types of books. Reference materials may be used only in the Library. The floor plan on the next page will help you learn your way around the Reference Center. To find books which are not Reference, consult the Collections Directory (page 19).



Reference Center

Caution

Encyclopedias can be excellent places to begin your search for information, but they have their limitations. Even specialized encyclopedias, which contain information in greater depth than general encyclopedias, do not give all details about a subject. An encyclopedia article can get you started, and sometimes may tell you all you want to know about a subject. But when you need more detail, you may want to consult a longer book. Chapter 2 explains how to find books on a particular subject.

Another limitation to encyclopedias is that the information may not include the latest research. When your information must include the latest findings, you will need to do research in newspapers and journals. Chapter 3 explains how to find recent information.

DICTIONARIES

Whether you began your research with an encyclopedia article or by talking to an expert, you may encounter unfamiliar words. When this happens, you will want to consult a dictionary, of course, but what kind? There are several types of dictionaries, so the one you choose will be determined by your need.

- Basic dictionaries define everyday words in one language;
- Translating dictionaries translate from one language to another, such as from English to Spanish;
- Special dictionaries are used when writing, such as a rhyming dictionary or a thesaurus; and
- Subject dictionaries define terms in a particular subject, such as political science, economics, or mathematics.

Subject dictionaries can be especially helpful when you need to

- determine the meaning of commonplace terms in a particular context, or
- determine the meaning of technical terms.

For instance, do you know what "extinction" means? Most people think first of this word as connected with animal life or evolution. However, the word has a different, very specialized meaning in psychology. Both meanings are given in a general dictionary, but a subject dictionary in psychology will give more detail and may show uses of a word that are specific to the field. Contrast the definitions below from a general dictionary and from a subject dictionary. Other subject dictionaries are listed on the next page.

GENERAL

Webster's Collegiate Dictionary

ex·tinc·tion \ik-'stiŋ(k)-shən\ *n* (15c) **1 :** the act of making extinct or causing to be extinguished **2 :** the condition or fact of being extinct or extinguished; *also* **:** the process of becoming extinct (~ of a species) **3 :** the process of eliminating or reducing a conditioned response by not reinforcing it

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SPECIALIZED

Penguin Dictionary of Psychology

extinction This term is used in two ways, which are often not kept separate. **1.** An experimental procedure in which the stimulus event that maintains the behavior is removed. In classical conditioning this means presentation of the CS without the UCS; in operant or instrumental conditioning this amounts to withholding the reinforcer even though the response occurs. **2.** Somewhat more loosely, the actual decrease in the learned response which results from this extinction procedure. Meaning 1 refers to an experimental procedure and, indeed, occasionally the term *experimental extinction* will be used here; in 2 one is referring to the product of the procedure.

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Examples of Subject Dictionaries

Ref KF 156 B53 — *Black's Law Dictionary.*

A standard law dictionary containing definitions of legal terms and phrases as well as a list of abbreviations used in case citations.

Ref N 33 M36 — *A Dictionary of Art Terms and Techniques.* New York: Crowell, 1969.

Terms and processes in painting, sculpture, ceramics, and allied fields. Illustrations and photographs.

Ref QA 76.15 R67 — *Dictionary of Computers, Data Processing and Telecommunications.* New York: John Wiley & Sons, 1984

Over 10,000 entries. Symbols, acronyms, and abbreviations. Equivalent terms in Spanish and French.

Ref QA 9 G698 — *Dictionary of Logical Terms and Symbols.* New York: Van Nostrand Reinhold, 1978.

Notational systems used by engineers, logicians, computer scientists. Includes a glossary of terms, diagrams, abbreviations.

Ref ML 100 D56 — *Dictionary of Music.* New York: Facts on File Publications, 1983.

Defines terms, answers historical questions, includes biographical sketches.

Ref HF 5621 K6 — *Koehler's Dictionary for Accountants.* Englewood Cliffs, N.J.: Prentice-Hall, 1983.

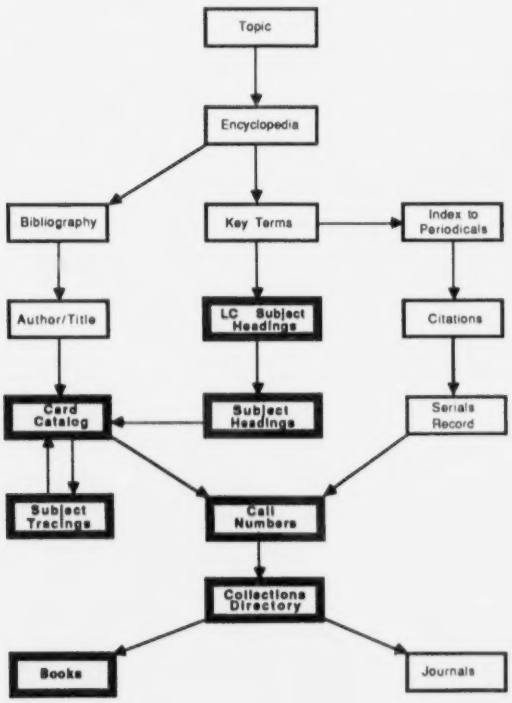
Terms in accounting, economics, statistics, and international trade.

2 Of Catalogs and Computers

In Chapter One, you learned how to find an interesting topic by browsing through current periodicals and how to gather background information on that subject by consulting specialized encyclopedias. You may recall that one good reason for using an encyclopedia article is to take advantage of its **bibliography** — that list of references or information sources **(citations)** at the end of the article. In this chapter, you will learn to use the card catalog of the University Library effectively and you will be introduced to a computer database that supplements the card catalog.

You probably have used card catalogs in other libraries. The card catalog is the key to finding library materials, but the catalog of a large library can be complex.

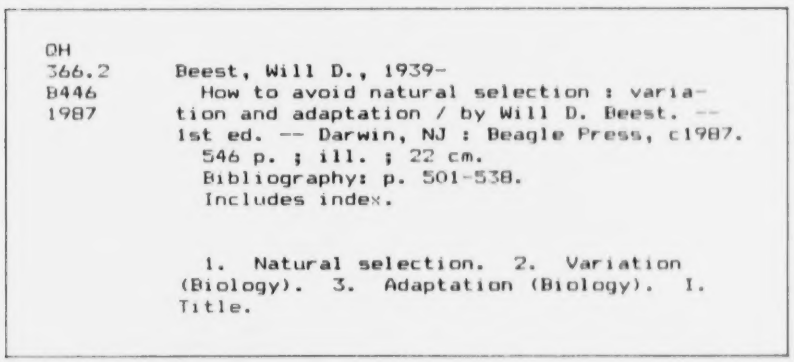
Each card in the catalog can tell you a great deal and can help you begin to evaluate a work before you even lay eyes on it. Your time is valuable, and learning how to use available information can save you hours of frustration.



THE CARD CATALOG

Information about most of the nearly two million items owned by the University Library is listed in the **card catalog**. This includes not only books but also records, compact discs, filmstrips, software, videocassettes, audio cassettes, and microforms (microfiche, microfilm, microcards). The card catalog is a more complete record of what the Library owns than is the Library Information Network (LIN). (LIN will be discussed in detail on pages 31–33.) For ease of discussion in this chapter, the items listed in the catalog will be referred to as "books," but please understand that the same rules apply for each type of material, regardless of its **format** (physical form).

Each item is represented in the card catalog by several cards, one for each author, one for title, and usually several subject headings. Each card describing a book provides one more way you can find it in the catalog. In the CSULB Library, author, title, and subject cards are interfiled together in one continuous alphabetic sequence.

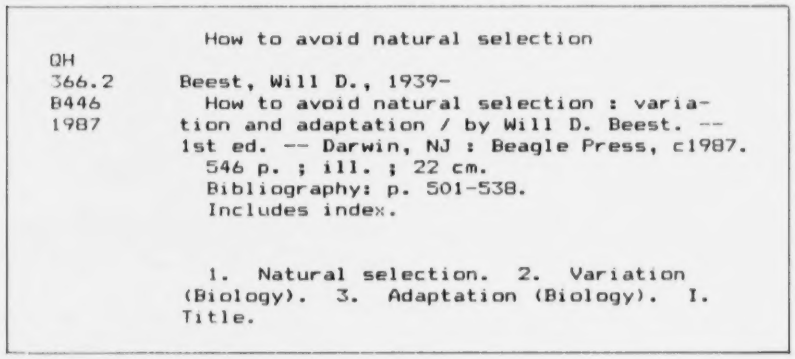


QH
366.2
B446
1987

Beest, Will D., 1939-
How to avoid natural selection : variation and adaptation / by Will D. Beest. -- 1st ed. -- Darwin, NJ : Beagle Press, c1987.
546 p. ; ill. ; 22 cm.
Bibliography: p. 501-538.
Includes index.

1. Natural selection. 2. Variation (Biology). 3. Adaptation (Biology). I. Title.

Author Card



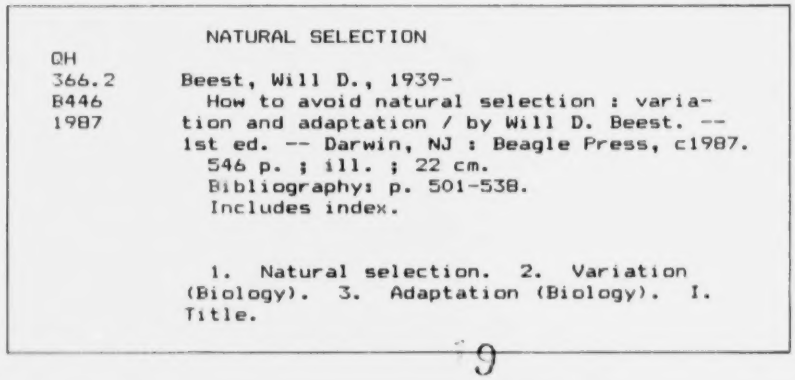
How to avoid natural selection

QH
366.2
B446
1987

Beest, Will D., 1939-
How to avoid natural selection : variation and adaptation / by Will D. Beest. -- 1st ed. -- Darwin, NJ : Beagle Press, c1987.
546 p. ; ill. ; 22 cm.
Bibliography: p. 501-538.
Includes index.

1. Natural selection. 2. Variation (Biology). 3. Adaptation (Biology). I. Title.

Title Card



NATURAL SELECTION

QH
366.2
B446
1987

Beest, Will D., 1939-
How to avoid natural selection : variation and adaptation / by Will D. Beest. -- 1st ed. -- Darwin, NJ : Beagle Press, c1987.
546 p. ; ill. ; 22 cm.
Bibliography: p. 501-538.
Includes index.

1. Natural selection. 2. Variation (Biology). 3. Adaptation (Biology). I. Title.

Subject Card

Call Number

All catalog cards show a **call number** in the upper left corner (see samples on previous page). To determine where a book or other item is found, compare the *first letter or word* of the call number with the information on a **Collections Directory** (below). These signs are found on pillars near the card catalog, on the walls adjacent to the elevators, in each elevator, and elsewhere in the building. Consult one of these signs every time you need to know where a specific call number is located. You will use the card catalog and the Collections Directory many times.

Look again at the map of the first floor on page 8 to find the **Information Desk** near the card catalog. Staff at the Information Desk can help you use the card catalog and Serials Record.

Collections Directory

Call Number Beginning With:	*Location by Floor and Wing*	*Call Number Beginning With:*	*Location by Floor and Wing*
A	3 West	Multi-Media	3 East
B	2 East	N	2 East
C	3 West	P	2 East
Cassette	3 East	except PZ	3 East
D	3 West	Q	4 West
E	3 West	R	4 West
F	3 West	Record	3 East
Filmstrip	3 East	Ref	2 West
G	3 West	S	4 West
except GC	4 West	T	4 West
except GV	3 East	Tape	3 East
H	3 West	Text	3 East
J	3 West	U	3 West
Juv	3 East	V	3 West
K	3 West	Video Cassette, Video Disc	3 East
L	3 East	Z	3 West
M	2 East		
Microfilm, Microfiche, Microcard	3 East		

SPECIAL MATERIALS

Archives	5 West	Microforms	3 East
Audiovisual Materials	3 East	Rare, Restricted Materials	5 West
College Catalogs	2 West	Reference Books	2 West
Current Periodicals	1 East	Reserve Books	1 East
Government Publications	2 West	Storage	Circulation Desk
Juvenile Books	3 East	Textbooks (Elementary, Secondary)	3 East
Maps	2 West	Unbound Periodicals	1 East

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AUTHOR APPROACH

If you know who wrote a book, you can find it in the catalog by looking under that author's last (or family) name. This works best when you know the author's *whole* name. If all you know is the author's last name *and* that name is unusual, you still may find him or her listed. If the author's family name is fairly common (Brown, Gonzalez, Johnson, Wong, etc.), the search can be frustrating if you don't know the first name or initials. Cards for each author are arranged in alphabetical order by surname, then by given name:

Carter, Ambrose
Chen, Ching-chih
Scepanski, J.M.
Smith, Frederic

```
QH          Beest, Will D., 1939-
366.2         How to avoid natural selection : varia-
B446        tion and adaptation / by Will D. Beest. --
1987        1st ed. -- Darwin, NJ : Beagle Press, c1987.
              546 p. ; ill. ; 22 cm.
              Bibliography: p. 501-538.
              Includes index.


              1. Natural selection. 2. Variation
            (Biology). 3. Adaptation (Biology). I.
            Title.
```

Personal Author Card

The author is usually a person, but occasionally will be a corporate body (an association, corporation, government agency, or city). Corporate bodies don't have first and last names, so look under the first word of the name:

Harvard University
Long Beach (Calif.)
Long Beach Museum of Art

```
G
1021        American Map Corporation.
A43           The great world atlas / American Map
1986        Corporation. -- 1st ed. -- Scales vary.
            -- New York, N.Y. : The Corp., c1986.
              1 atlas (351 p.) col. ill., col. maps
            ; 36 cm.
              Cartography by Verlagsgruppe
            Bertelsmann GmbH, Kartographisches
            Institut Bertelsmann Gütersloh.
              Includes index.
              ISBN 0-8416-2001-6


              1. Atlases. I. Kartographisches
            Institut Bertelsmann. II. Title


CLoBS  11 NOV 86   14258148  CLOSme     86-71065
```

Corporate Author Card

TITLE APPROACH

Sometimes you may know the title of a book but not the author's name. There is a **title card** in the catalog for most items in the library collection. Title cards are identical to author cards, *except* that the title is typed at the top of the card above the author's name.

Search using title cards whenever you know the *exact* title, because it is usually unique and thus more specific, and therefore the quickest approach. Title cards are arranged alphabetically by the first word of the title *except* that you ignore articles at the beginning of titles. [Articles include a, an, the, and their non-English equivalents.] Below is a sample title card.

```
                How to avoid natural selection
QH
366.2       Beest, Will D., 1939-
B446          How to avoid natural selection : varia-
1987        tion and adaptation / by Will D. Beest. --
            1st ed. -- Darwin, NJ : Beagle Press, c1987.
              546 p. ; ill. ; 22 cm.
              Bibliography: p. 501-538.
              Includes index.


              1. Natural selection. 2. Variation
            (Biology). 3. Adaptation (Biology). I.
            Title.
```

Title Card

SUBJECT APPROACH

The subject approach can be useful for two reasons. First, you can use one book to find other books on a similar subject. Suppose you had found the listing for the book by Will D. Beest in the bibliography of an encyclopedia article on evolution. When you go to the catalog and search under the author's last name, you will find an author card (such as that on page 20). Or you may have searched by title and found a card similar to the one above. Notice the Arabic numerals near the bottom of the card? Those are **subject tracings**, the subjects under which Mr. Beest's book is filed. To find other books on NATURAL SELECTION, look under that subject in the catalog.

A second way that the subject approach can be useful is when you need to do research, but do not know the name of any specific book or author. You can still use the card catalog to find information on a particular subject because there is a subject card in the catalog for each major topic in each book.

Subject cards look like author cards, except that the **subject heading** appears in capital letters (LIKE THIS) above the author's name. One of the subject cards for the book by Will D. Beest is shown on the next page.

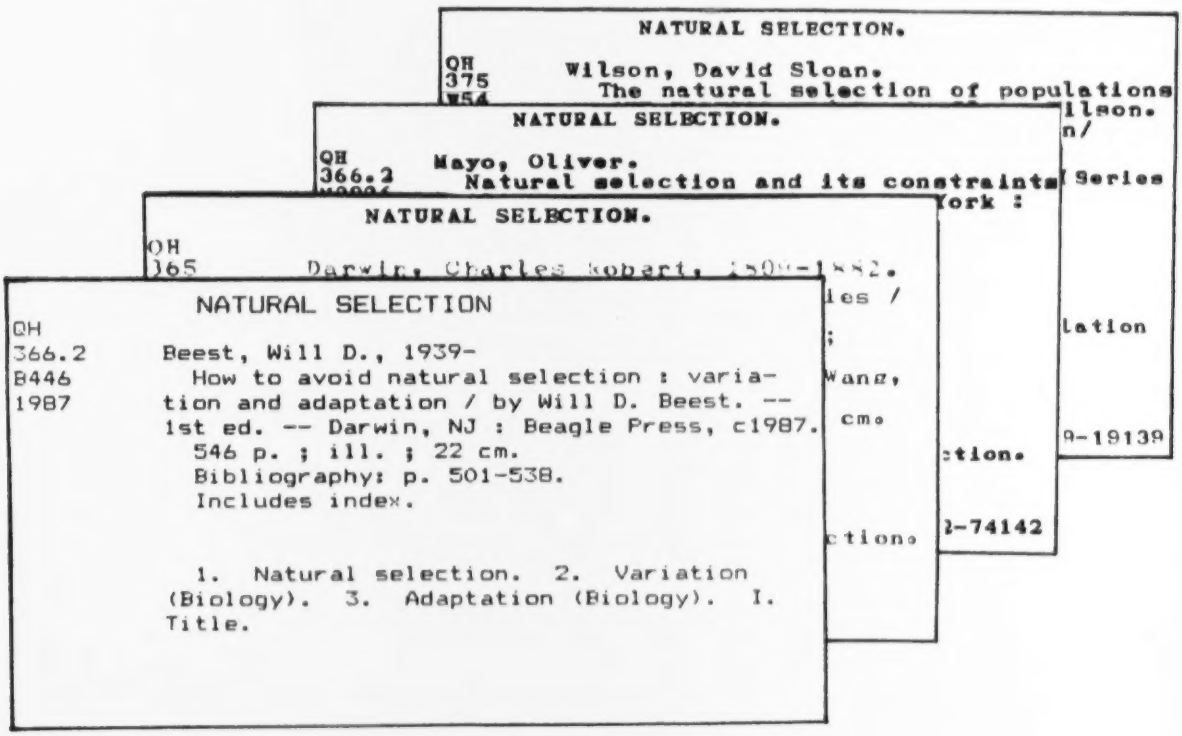
NATURAL SELECTION

QH
366.2 Beest, Will D., 1939-
B446 How to avoid natural selection : varia-
1987 tion and adaptation / by Will D. Beest. --
1st ed. -- Darwin, NJ : Beagle Press, c1987
546 p. ; ill. ; 22 cm.
Bibliography: p. 501-538.
Includes index.

1. Natural selection. 2. Variation (Biology). 3. Adaptation (Biology). I. Title.

Subject Card

When looking under a particular subject you are likely to find many cards for books on that topic. Within a subject heading, cards are filed alphabetically by author as shown below.



Determining Subject Headings

Although the subject approach is useful, you may have already discovered that some subjects you need to research are not included in the card catalog or LIN. This does not necessarily mean that the library doesn't own material on the subject. Usually the problem lies with the language used. Often, the terms that are used in everyday language are *not* the terms used in the card catalog, for example:

Everyday Language	*"Official" Subject Headings*
Chicanos	MEXICAN AMERICANS
Living together	UNMARRIED COUPLES
School prayer	PRAYER IN THE PUBLIC SCHOOLS
Term papers	REPORT WRITING
Wife beating	ABUSED WIVES

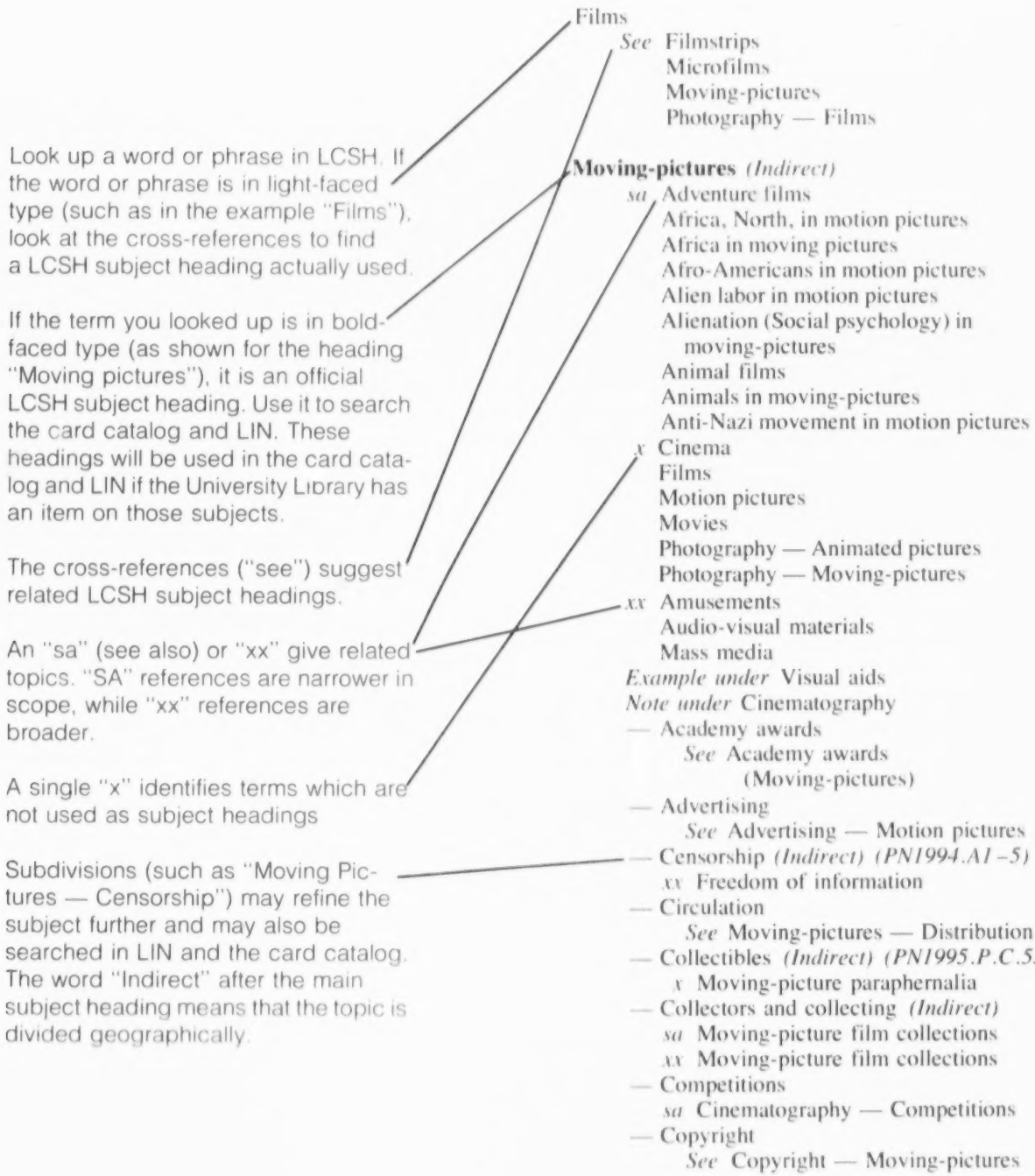
Make sure that the terms you use to search the card catalog are "official" by using the **Library of Congress Subject Headings (LCSH)**. LCSH is a two-volume thesaurus of official subject headings — those actually used in the catalog. The reason for designating certain terms as official subject headings and not other terms is to make sure that all the cards for books on a subject are filed together. Imagine the confusion if one book on the movies were filed under "Movies," another under "Films," another under "Cinema," and yet another under "Flicks."

Several sets of the large red volumes of LCSH are kept on tables between each section of the card catalog and adjacent to the computer terminals (more about those on page 31). The Library of Congress Subject Headings:

- lists **subject headings** that may be in the card catalog;
- guides you from **unused terms** to subject heading that are acceptable;
- refers you to **related subject headings;**
- lists some **subdivisions** used to divide the subject; and
- helps you broaden or narrow your topic.

Subject headings listed in LCSH will be found in the card catalog and LIN only if the library owns an item on that subject. LCSH doesn't list most personal and corporate names.

On the next page is an example from the Library of Congress Subject Headings with each part labeled to help you to understand the code.


Look up a word or phrase in LCSH. If the word or phrase is in light-faced type (such as in the example "Films"), look at the cross-references to find a LCSH subject heading actually used.
If the term you looked up is in bold-faced type (as shown for the heading "Moving pictures"), it is an official LCSH subject heading. Use it to search the card catalog and LIN. These headings will be used in the card catalog and LIN if the University Library has an item on those subjects.
The cross-references ("see") suggest related LCSH subject headings.
An "sa" (see also) or "xx" give related topics. "SA" references are narrower in scope, while "xx" references are broader.
A single "x" identifies terms which are not used as subject headings
Subdivisions (such as "Moving Pictures — Censorship") may refine the subject further and may also be searched in LIN and the card catalog. The word "Indirect" after the main subject heading means that the topic is divided geographically.
Films
See Filmstrips
Microfilms
Moving-pictures
Photography — Films
Moving-pictures (Indirect)
sa Adventure films
Africa, North, in motion pictures
Africa in moving pictures
Afro-Americans in motion pictures
Alien labor in motion pictures
Alienation (Social psychology) in moving-pictures
Animal films
Animals in moving-pictures
Anti-Nazi movement in motion pictures
x Cinema
Films
Motion pictures
Movies
Photography — Animated pictures
Photography — Moving-pictures
xx Amusements
Audio-visual materials
Mass media
Example under Visual aids
Note under Cinematography
— Academy awards
See Academy awards (Moving-pictures)
— Advertising
See Advertising — Motion pictures
— Censorship (Indirect) (PN1994.A1-5)
xx Freedom of information
— Circulation
See Moving-pictures — Distribution
— Collectibles (Indirect) (PN1995.P.C.53)
x Moving-picture paraphernalia
— Collectors and collecting (Indirect)
sa Moving-picture film collections
xx Moving-picture film collections
— Competitions
sa Cinematography — Competitions
— Copyright
See Copyright — Moving-pictures

REFERENCE BOOKS

Reference books are listed in the main card catalog. If you know the exact title of a reference book, it is quickest to look it up by title. To identify reference books by subject, look up that subject and a **subdivision** that describes the type of source or information you need; for instance:

EDUCATION — DICTIONARIES

or

ORANGE COUNTY, CALIFORNIA — MAPS.

You will frequently find subdivisions such as:

— ALMANACS, YEARBOOKS, ETCS.
— BIBLIOGRAPHY
— BIOGRAPHY
— DICTIONARIES
— DIRECTORIES
— INDEXES
— MAPS
— PERIODICALS

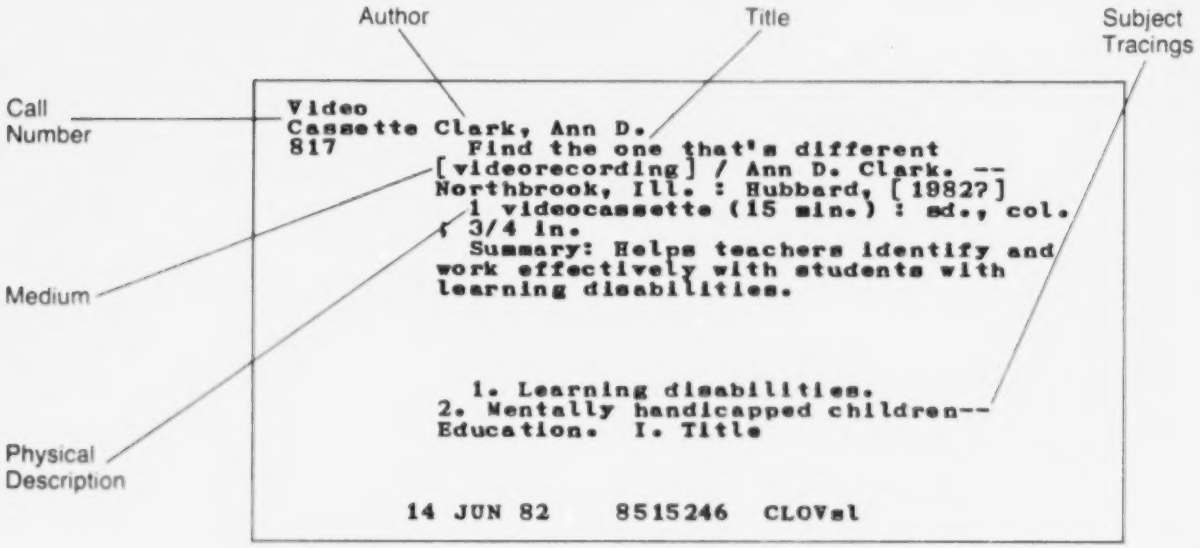
Page 6 lists the types of information contained in these various sources. Reference books are shelves on the Second Floor West in the Reference Center. There is a floor plan of the Reference Center on page 14.

Drawing by Bernard Schoenbaum; ©1978 The New Yorker Magazine, Inc.

AUDIOVISUAL MATERIALS

As you discovered on the first page of this chapter, the card catalog also includes cards for non-print materials. Just as for books, you can find information in audiovisual format by author, title, or subject.

Audiovisual materials do not have Library of Congress call numbers; instead, they have call numbers whose first line tells you the medium (format), such as "Record" or "Videocassette." Cards for audiovisual materials contain information specific to audiovisual materials, such as length of a tape or number of frames in a filmstrip. Summaries of the audiovisual materials are sometimes included. Audiovisual materials are found in the Media Resources Center, Third Floor East. A sample card for a non-book item is shown below.



Audiovisual Card

FILING IN THE CARD CATALOG

The first part of this chapter showed you how a catalog card can ease your research and make your time in the library more fruitful. This section will introduce you to the rules by which cards are arranged in the catalog and books are arranged on the shelves. Being familiar with these rules helps you find your information more quickly.

The card catalog, like most other information sources, is arranged alphabetically. Surprising as it may seem, there are two different — and correct — ways of arranging alphabetic information: **word-by-word** or **letter-by-letter** (see the sample below). Neither system is more correct than the other, and you need to be familiar with both. Cards in the University Library's card catalog are filed alphabetically word-by-word; entries in many encyclopedias are arranged letter-by-letter. When looking up something in any reference source, notice the alphabetic arrangement.

Word-by-Word	*Letter-by-Letter*
Monkey bread	Monkey bread
Monkey wrench	Monkeypod
Monkeypod	Monkeyshines
Monkeyshines	Monkey wrench

A **word-by-word** filing arrangement alphabetizes the first word of each set of words, then returns to the second word (if there is one). Word-by-word filing follows the principle that "nothing" (*i.e.*, a blank or a space) is filed before

"something." Thus, "monkey wrench" comes before "monkeypod." The blank space between words is very important in word-by-word filing.

The **letter-by-letter** system *ignores* the spaces between words and alphabetizes all the letters into one sequence. In this system "monkey wrench" would follow "monkeyshines" since "monkeys precedes "monkeyw."

The card catalog contains author, title, and subject cards, which are filed together, alphabetically, word-by-word, *except that* where an author, a title, and a subject are the same, authors come first, then subjects, then titles:

Ford, Henry	[Author]
Ford, Jo Ann	[Author]
FORD MOTOR COMPANY	[Subject]
The Ford White House	[Title]
Fording the stream	[Title]

USING INFORMATION ON CATALOG CARDS

There is much useful information on a catalog card in addition to author, title, subjects, and call number. The information on a catalog card can be used

- to help you make a preliminary judgment about the usefulness of the book.
- to compile the bibliography at the end of your term paper.

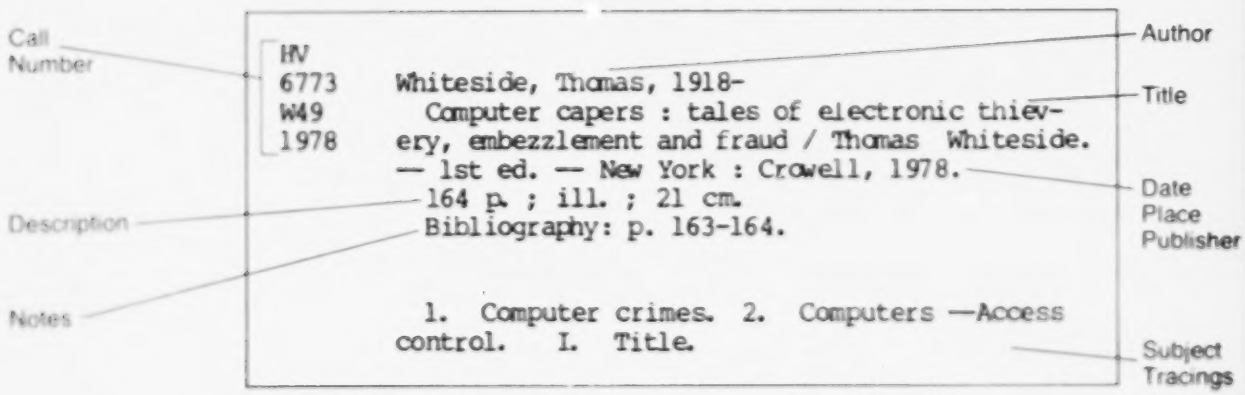
The place of publication, publisher, and date help identify an exact book.

The **notes section** shows if the book contains a bibliography and/or index. The bibliography is important because it lists further readings, often the material the author used to write the book, very much like the bibliography you put at the end of a term paper.

Subject tracings, near the bottom of the catalog card, can be enormously helpful and can make your research more efficient because

- they reveal the major subject content of the book; and
- they give leads to more books on the subject.

For example, suppose that you have to research computer crime. For background information you read an article in a specialized encyclopedia. In the bibliography at the end of the article, you find a citation to *Computer Capers* by Thomas Whiteside. Checking the card catalog under author or title, you find that Whiteside's book is owned by the library.



The subject tracings show that the book contains information on COMPUTER CRIMES and COMPUTERS — ACCESS CONTROL. You now have two subject headings to use. A search in the card catalog under these subject headings will lead to more books on these subjects.

To summarize, catalog cards can give you a lot of information about a book or other items which can help you decide whether it will be useful.

1. **Subject tracings** describe the major subjects of the book, so that you can tell if it is relevant to your research topic.
2. The **notes section** will tell you whether a book has a bibliography. A bibliography lists the author's research, and you can use it to find more information on your topic.
3. The **publication date** tells how recent the information is. This is vital for some topics, but not as crucial for others. You must decide whether age of material matters for each topic you research.

What differences in subject tracings, notes, and publications dates do you see when you compare the two cards on the top of page 29? When you compare the two cards on the bottom?

CLASSIFICATION SYSTEMS AND CALL NUMBER ORDER

Most materials in the University Library are shelved by subject using the **Library of Congress classification system.** Each book or journal has a **call number,** a combination of letters and numbers which distinguishes it from all other items and indicates where it can be found. Arranging books and journals by call number has the effect of grouping similar subjects together.

Most call numbers have three lines. Generally, the first line consists of one, two or three letters and identifies the broad subject area. The second line identifies the specific subject. The third line is a combination of letters and numbers to distinguish one book from another; for example,

JL
1231
A77

JL "J" represents political science; "JL" indicates political science of Latin America.

1231 This number, combined with "JL," indicates the political science of Mexico.

A77 This line represents the author.

Some call numbers have additional lines, such as **Juv, Text, Ref,** or a date.

Juv	Text	Ref
QB	QB	QJ
120	120	120
M14	M3	C31
	1979	

"Juv" indicates that the book is for children.

"Text" tells you that it is an elementary or high school textbook.

"1979" indicates the year that edition was published.

"Ref" tells you that a book is shelved in the Reference Center and that it must be used in the library.

QA
76.5 Barth, Teresa.
B32 Digital computers, an introduction /
1986 Teresa Barth. -- 1st ed. -- Philadelphia, PA : Advanced Press, c1986.
590 p. ; 24 cm.
Bibliography: p. 577-590.
Includes index.

1. Electronic digital computers.
I. Title.

CLoBS 3 June 1986 11867905 CLOSe1

QA
76.5 Spencer, Donald D.
S66 Fundamentals of digital computers /
1978 by Donald D. Spencer. -- 2d ed. --
Indianapolis : H. W. Sams, 1978.
320 p. : ill. ; 22 cm.
Includes index.

1. Electronic digital computers.
I. Title

CLoBS 18 MAY 82 4296092 CLOSte 78-54457

HF
5827 Goulart, Ron, 1933-
G6 The assault on childhood; with an
1970 introduction by Jean S Andrew
Robertson. London, Gollancz, 1970.
xl, 278 p. 23 cm.
Bibliography: p. 259-264.

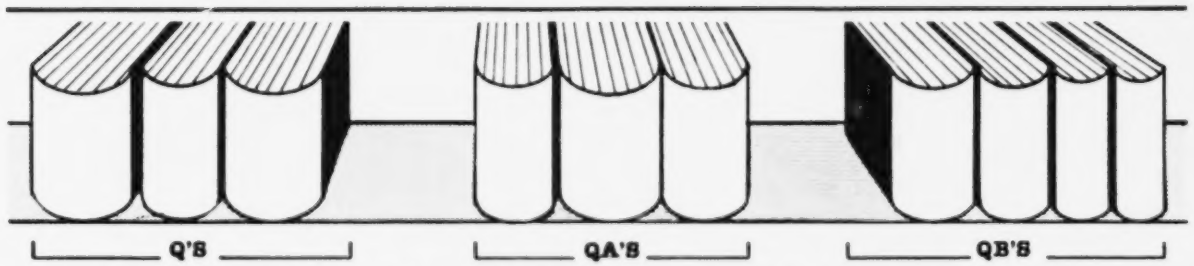
1. Advertising. 2. Youth as
consumers--United States. I. Title

CLoBS 06 MAR 80 101689 CLOSme 74-509816

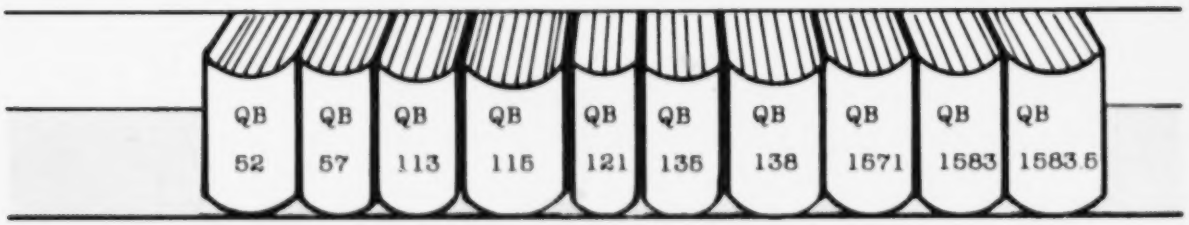
HQ Colgney, Virginia.
772 Children are people too : how we
CS6 fail our children and how we can
love them / by Virginia Colgney. --
New York : Morrow, 1975.
228 p. ; 22 cm.

Bibliography: p. 213-219.
Includes index.
ISBN 0-688-02953-1

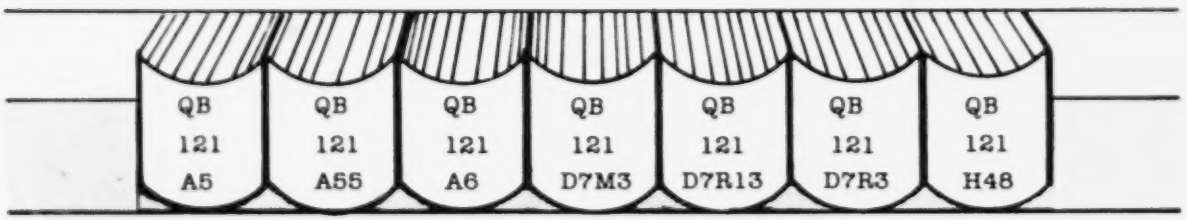
1. Children--Management. 2.
Parent and child. 3. Children's
rights. 4. Cruelty to children.
I. Title.
HQ772.CS6 649'.1
76-12814
MARC
Library of Congress
01999 *03681013 801688 © THE BAKER & TAYLOR CO 6066



Line 1: Arrangement on the shelf is alphabetical by the letters in the call number.



Line 2: Within the QB's the arrangement is numerical.



Line 3: Arrangement of the QB 121's is first alphabetical (A5, D7, H48) and then numerical with the number being read as a decimal.

Read A5 as A.5 or A.50 since the decimal is a fraction. Thus, A55, that is A.55, is followed by A6 since .60 is larger than .55. All the numbers in this third line are decimals.

Note that QB 121 D7M3 is followed by QB 121 D7R13. Also, note that QB 121 D7R13 comes before QB 121 D7R3 since .30 is larger than .13.

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Finding A Book on the Shelves

Catalog cards show a call number in the upper left corner. To find a book, copy the *entire* call number, compare the *first letter* or the *first word* of the call number with one of the **Collections Directories**, posted near the Information Desk, in the elevators, and on every floor and also shown on page 19.

The Collections Directory indicates the area where the item is located. For instance, a book with the call number "QB 121 A77" is found on the Fourth Floor West wing because the call number *begins* with "Q"; a book with the call number "Ref QA 76 B37" is found on the Second Floor West because the first line of the call number tells you it is a reference book. Note the section at the bottom of the Collections Directory which tells you where "Special Materials," such as audiovisual, may be found.

Once you get to the appropriate floor, you will see that each row of shelves is labeled with the beginning and ending call numbers for the books shelved in that row. Call numbers are arranged alphabetically by the first line: Q, then QA, then QB., etc. The next line is sorted numerically: QB 1, then QB 2, then QB 3. The last line is considered a *decimal*: QB 120 M14, then QB 120 M3, then QB 120 M35. The illustration on page 30 explains this visually.

Locating Audiovisual Materials

As you saw on the Collection Directory (page 19), audiovisual materials, such as records, filmstrips, audiocassettes; and videocassettes are kept in the Media Resources Center. Audiovisual materials are cataloged and are included in the main card catalog (First Floor), but their call numbers are *not* Library of Congress call numbers. Instead, call numbers for audiovisual material designate the medium and add a sequence number. Some examples:

Video Disc	Record	Video Cassette
150	1277	392

Locating Magazines and Newspapers

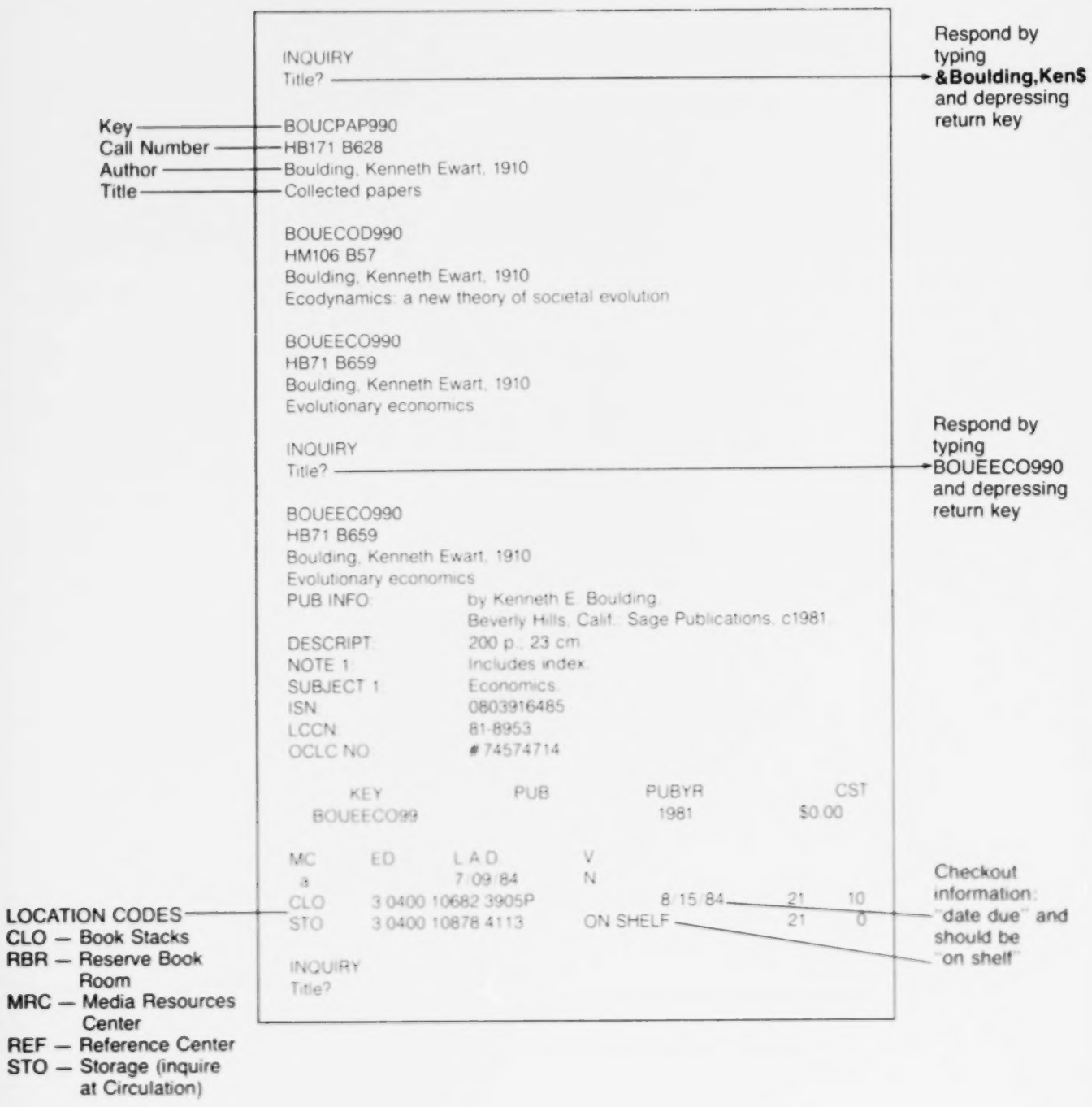
The location of magazines, journals and newspapers is determined by a combination of format and call number. See page 39 for details.

THE LIBRARY INFORMATION NETWORK (LIN)

The **Library Information Network (LIN)** is a computerized circulation (checkout) system containing most — but not all — of the Library's card catalog information. There are LIN terminals adjacent to the card catalog on the first floor and in the Reference Center.

LIN supplements the card catalog but does not replace it because:

- LIN does not contain information for all the items in the card catalog;
- While LIN can be used to search by author and title, subject access is very limited; and
- LIN does not contain cross-references.


INQUIRY
Title?
Respond by typing &Boulding,Ken$ and depressing return key
Key
Call Number
Author
Title
BOUCPAP990
HB171 B628
Boulding, Kenneth Ewart, 1910
Collected papers
BOUECOD990
HM106 B57
Boulding, Kenneth Ewart, 1910
Ecodynamics: a new theory of societal evolution
BOUEECO990
HB71 B659
Boulding, Kenneth Ewart, 1910
Evolutionary economics
INQUIRY
Title?
Respond by typing BOUEECO990 and depressing return key
BOUEECO990
HB71 B659
Boulding, Kenneth Ewart, 1910
Evolutionary economics
PUB INFO: by Kenneth E. Boulding. Beverly Hills, Calif.: Sage Publications, c1981.
DESCRIPT: 200 p.; 23 cm.
NOTE 1: Includes index.
SUBJECT 1: Economics.
ISN: 0803916485
LCCN: 81-8953
OCLC NO: #74574714
KEY PUB PUBYR CST
BOUEECO99 1981 $0.00
MC ED L A D V
a 7/09/84 N
CLO 3 0400 10682 3905P 8/15/84 21 10
STO 3 0400 10878 4113 ON SHELF 21 0
Checkout information: "date due" and should be "on shelf"
INQUIRY
Title?
LOCATION CODES
CLO — Book Stacks
RBR — Reserve Book Room
MRC — Media Resources Center
REF — Reference Center
STO — Storage (inquire at Circulation)

Records in LIN contain additional location information, shown by a location code at the bottom left of the display.

CLO	Library Stacks
RBR	Reserve Book Room
MRC	Media Resources Center
STO	Storage
REF	Reference
LAB	Computer Lab

One of the most useful features of the Library Information Network, LIN, is that it can tell you if a book has been checked out or is in a special location, such as reserve or storage. If the book is on reserve, look for it in the Current Periodicals and Reserve Book Room (pages 8–10). If the book is not on reserve or is not in its designated location, you may fill out a **Search and Hold Request** form, available at the Reference Desk, Circulation Desk, Information Desk, and in the elevator lobbies. Give the request form to one of the staff at the Circulation (check-out) Desk. When the book is located or returned, a postcard will be mailed to you.

On page 32 is a sample LIN entry with explanations.

Instructions for using LIN are found on each terminal. LIN is quick and fun to use. Just remember that LIN is *not* a complete record of Library holdings, and that you must use the card catalog for a complete list of Library materials.

CHECKING OUT A BOOK

To obtain a library card, show your student identification card to the Circulation Desk staff, who will place a coded label on the back of your card. Most books, government documents, and pamphlets may be checked out for three weeks and may be renewed in person. Reference books and periodicals must be used in the building.

Calvin and Hobbes **by Bill Watterson**

OMIGOSH! THIS LIBRARY BOOK WAS DUE TWO DAYS AGO!
WHAT WILL THEY DO? ARE THEY GOING TO INTERROGATE ME AND BEAT ME UP?! ARE THEY GOING TO BREAK MY KNEES?? WILL I HAVE TO SIGN SOME CONFESSION???
THEY'LL FINE YOU TEN CENTS NOW GO RETURN IT.
THE WAY SOME OF THOSE LIBRARIANS LOOK AT YOU, I NATURALLY ASSUMED THE CONSEQUENCES WOULD BE MORE DIRE.

CALVIN & HOBBES ©1986 Universal Press Syndicate. Reprinted with permission. All rights reserved.

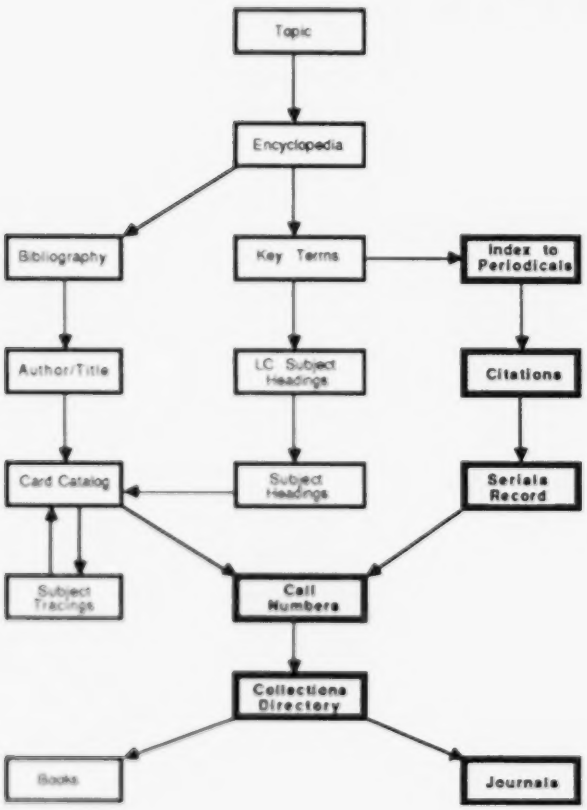
The consequences of unpaid fines can be dire indeed. If you have unpaid fines, you will not be permitted to register for classes next semester, to graduate, or to obtain a copy of your transcript. You may pay bills for overdue fines at the Business Office in the Student Services/Administration Building.

3 Periodicals, Newspapers, and Their Indexes

In the preceding chapters, you learned how to

- select a topic;
- find background information using an encyclopedia;
- locate the items from a bibliography in the card catalog; and
- use the information on a catalog card to evaluate potential usefulness of materials and to locate more materials.

In this chapter, you will learn how to locate current information by using periodical indexes. You will also learn how to locate periodicals and journals in the Library.



PERIODICALS

The term "periodical" means journals or magazines published at regular or *periodic* intervals. The University Library subscribes to nearly 6,000 periodicals and newspapers; and each one contains many articles. Browsing the journals of a specific field, such as psychology or business, is one way to find ideas and inspiration. But once you have picked a topic, browsing through many journals for another article on that specific subject could waste a lot of time and be very frustrating. A **periodical index** will help you identify which periodicals contain articles on a specific topic out of the thousands of articles published every month.

It is important to use periodicals because

- the most recent information will be found in periodicals, especially in fields such as science, technology, medicine, business, and economics.
- a subject may be so limited that there is not enough information for an entire book.
- an old issue of a periodical or newspaper tells you what was happening when it was published, giving you an historical perspective.
- periodicals are often more readily available because they may not be checked out of the Library.

Periodical Indexes

The most efficient way to find out which journals contain articles on a topic is to use periodical indexes. **Periodical indexes** are similar to indexes in books: a book's index tells you what page of that book covers a particular subject; likewise, a periodical index tells you which page(s) of which issue of which periodical has an article on a certain subject or written by a particular person.

There are different periodical indexes for almost every subject, and each lists citations to articles which appear in hundreds of different periodicals. Periodical indexes do not contain the articles; rather, they contain bibliographic information about articles that will enable you to find them. This information is called the **citation**, and it normally includes the *author's name*, the *title of the article*, the *name of the periodical*, which *volume* of the periodical you need, the *date* and what *pages* to read. This is the information usually included in the footnotes or bibiliography of a term paper.

THAT'S A GOOD PAPER, SIR, BUT YOU DIDN'T USE ANY FOOTNOTES
WHY WOULD I NEED FOOTNOTES, MARCIE?
YOU USE A FOOTNOTE WHEN YOU GIVE THE SOURCE OF FACTS THAT ARE NOT COMMON KNOWLEDGE
THEN I'M OKAY..I DON'T KNOW ANYTHING THAT'S NOT COMMON KNOWLEDGE

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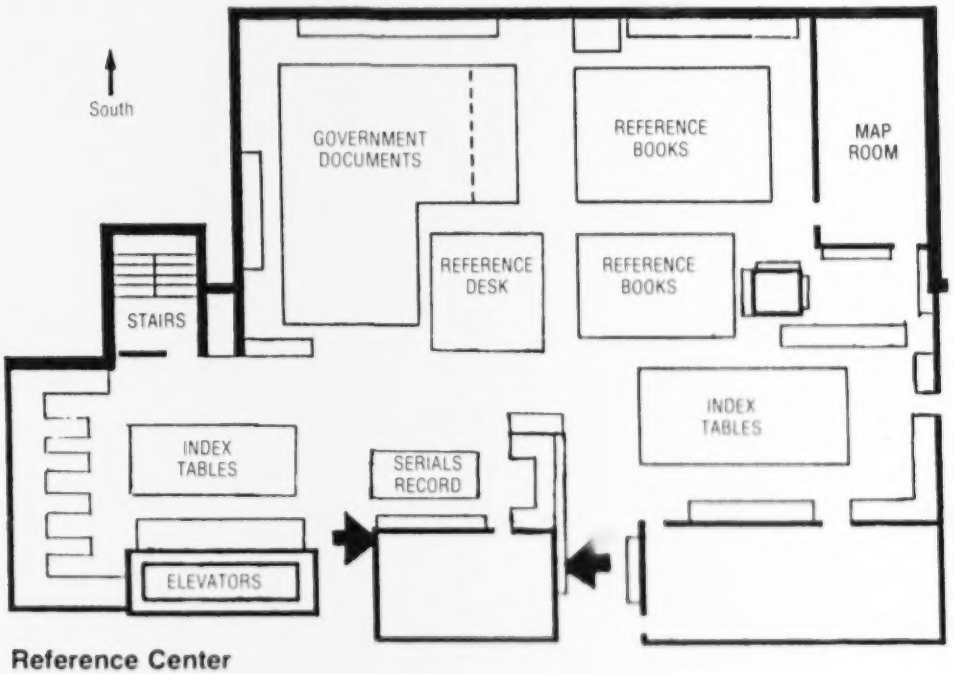
Periodical indexes are kept on numbered tables in the Reference Center (Second Floor West). When you need a specific index, the quickest way to find it is to consult the **Index and Abstracts Locations Chart**, which gives you the number(s) of the table(s) where a particular periodical index is shelved. Two copies of the Index and Abstracts Locations Chart hang on the walls of the Reference Center and are indicated by the arrows on the floor plan below.



Reference Center

You may be familiar with the ***Readers' Guide to Periodical Literature***, which is used more often than any other index. *Readers' Guide* is a general index, meaning it covers popular magazines on a wide variety of topics of current interests.

There are many other indexes which cover the periodicals for broad subject areas, such as social sciences, art, or education; each index covers different periodicals. Therefore, before researching a specific subject, you must decide which index will be most likely to cover the periodicals that relate to your topic. For instance, if you are writing a short paper on a recent movie, *Readers' Guide to Periodical Literature* will probably be the most appropriate index. If, however, your subject is "comparative religions" or "teaching physical education to the handicapped," a more specialized index would be a better choice.

If you do not know which index is best for your research, ask a reference librarian for suggestions. Some frequently used indexes are described on the next page.

Examples of Indexes

Applied Science and Technology Index. New York: H.W. Wilson, 1913–.

Lists articles in nearly 300 journals covering aeronautics, space science, chemistry, computer technology, energy, geology, math, physics, oceanography, engineering, etc.

Art Index. New York: H.W. Wilson, 1929–.

Covers periodicals in archaeology, architecture, crafts, design, painting, sculpture.

Business Periodicals Index. New York: H.W. Wilson, 1958–.

Indexes journals in accounting, advertising, banking, computer applications, economics, finance, industrial relations, insurance, management, marketing, real estate, etc.

Education Index. New York: H.W. Wilson, 1929/30–

Lists materials in educational administration, preschool, elementary, secondary, higher education, adult education, vocational education, counseling, and curricula.

Humanities Index. New York: H.W. Wilson, 1974/75–.

Indexes scholarly periodicals in archaeology, folklore, history, literature, literary and political criticism, performing arts, philosophy, and religion.

Social Sciences Index. New York: H.W. Wilson, 1974/75–.

Indexes journals in anthropology, economics, criminology, political science, psychology, public administration, and sociology.

Using Periodical Indexes

The subject and author approaches with which you found information in the card catalog are also useful in a periodical index. All periodical indexes list articles by subject; many also list the articles by author's name. When looking for information by subject in periodical indexes, start with the subject headings you used to look up the topic in the card catalog. Often the same terms or variations of the terms will be used.

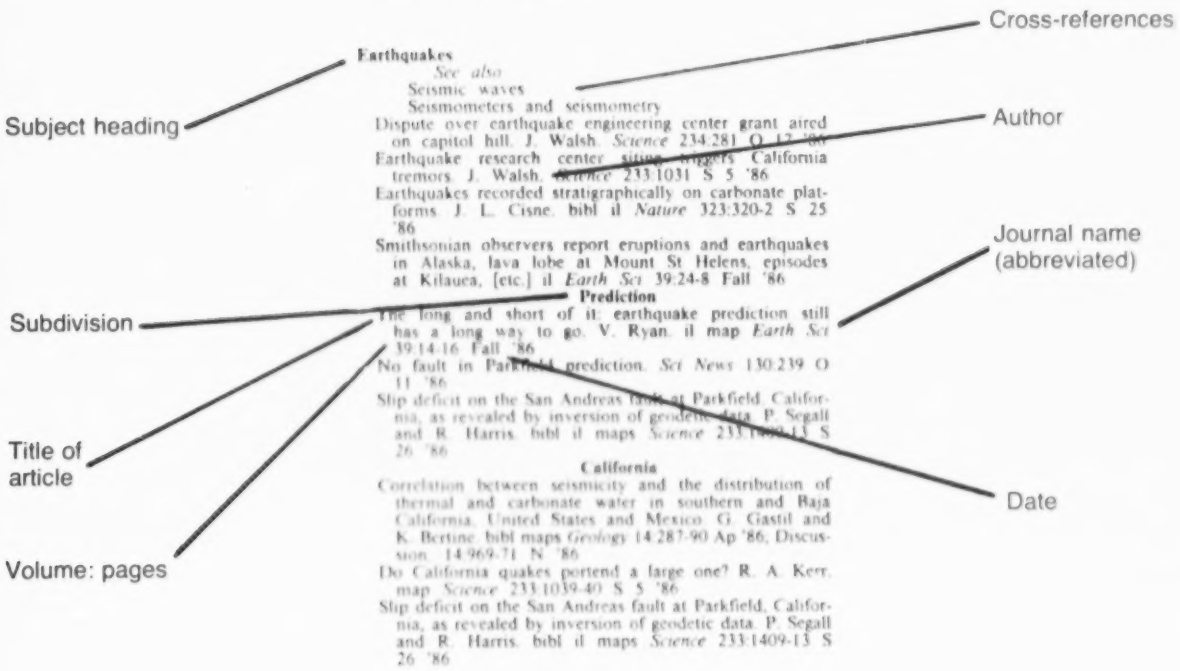
In many indexes, articles are grouped in a way that follows a recognizable pattern: general articles first, followed by **subdivisions**. Subdivisions list articles on specific, narrower aspects of the main subject.

Some subjects include **cross references** which direct you to related topics. The sample on page 38 diagrams the various types of information in a periodical index.

Citations in periodical indexes give information about each article, including

- author's name
- title of the article
- name of the periodical (usually *abbreviated*)
- volume number
- page numbers
- date.

It is important to make note of the complete citation so that you can find the actual article. A citation from *General Science Index* is shown below. The citation displayed here follows the same pattern as citations from all the indexes listed on the previous page.


Cross-references
Subject heading
Author
Journal name (abbreviated)
Subdivision
Title of article
Volume: pages
Date
Earthquakes
See also
Seismic waves
Seismometers and seismometry
Dispute over earthquake engineering center grant aired on capitol hill. J. Walsh. Science 234:281 O 17 '86
Earthquake research center sitting triggers California tremors. J. Walsh. Science 233:1031 S 5 '86
Earthquakes recorded stratigraphically on carbonate platforms. J. L. Cisne. bibl il Nature 323:320-2 S 25 '86
Smithsonian observers report eruptions and earthquakes in Alaska, lava lobe at Mount St. Helens, episodes at Kilauea, [etc.] il Earth Sci 39:24-8 Fall '86
Prediction
The long and short of it: earthquake prediction still has a long way to go. V. Ryan. il map Earth Sci 39:14-16 Fall '86
No fault in Parkfield prediction. Sci News 130:239 O 11 '86
Slip deficit on the San Andreas fault at Parkfield, California, as revealed by inversion of geodetic data. P. Segall and R. Harris. bibl il maps Science 233:1409-13 S 26 '86
California
Correlation between seismicity and the distribution of thermal and carbonate water in southern and Baja California, United States and Mexico. G. Castil and K. Bertine. bibl maps Geology 14:287-90 Ap '86; Discussion. 14:969-71 N '86
Do California quakes portend a large one? R. A. Kerr. map Science 233:1039-40 S 5 '86
Slip deficit on the San Andreas fault at Parkfield, California, as revealed by inversion of geodetic data. P. Segall and R. Harris. bibl il maps Science 233:1409-13 S 26 '86

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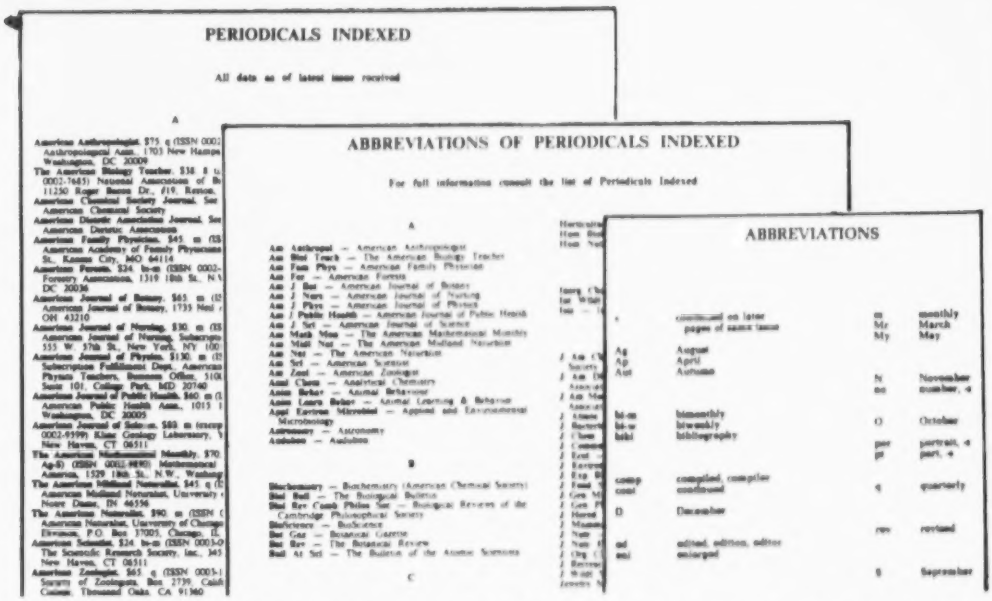
Each index covers different periodicals. Since no single index covers all periodicals, the *list of the periodicals covered* by the index can help you decide whether the index itself will be appropriate for your research.

In the front part of most periodical indexes there are several lists which will help you interpret the abbreviated information included in a citation:

- a list of the periodicals covered by the index;
- a list of abbreviations for periodical titles; and
- a list of other abbreviations used in the citations.

The *list of abbreviations for periodical titles* will tell you the full name of the magazine or journal. You need to know the full name of the magazine or journal so that you know exactly what to look for when you use the Library's subscription list, the Serials Record, which is described on the next page.

The *list of other abbreviations* used in citations can tell you that the *article* has certain features, such as illustrations, graphs, maps or a bibliography. Such features may make one article more useful than another. Samples of these lists, which will help you understand the citation, are shown on page 39.



PERIODICALS INDEXED

ABBREVIATIONS OF PERIODICALS INDEXED

ABBREVIATIONS

Excerpts from *General Science Index*, ©1987 by The H.W. Wilson Company. Reproduced by permission of the publisher.

Locating Periodicals: The Serials Record

To find a particular issue or volume of a periodical, use the ***Serials Record***, which is a list, filed word-by-word, of all the periodicals and newspapers owned by the Library. Periodicals and newspapers are listed in alphabetical order by title. The Serials Record, on microfilm already loaded into readers, is found on every floor of the Library. Instructions are posted on each microfilm reader. The information on Serials Record is updated monthly.

The Serials Record entry for each item tells you

- the **call number** for the periodical;
- the **volumes** and years the Library owns; and
- the **format** (unbound, bound, or microfilm) of each volume or year.

You need ALL of this information to determine the location of any particular issue of a journal.

The call number for a periodical is found to the left of the title. The information on library holdings (volumes, years, format) is found below each title. A sample Serials Record entry is shown below.

Sample *Serials Record* Entry

```
  AP2     Time
  T37       MF1-127 1923-86; 123-126 1984; U128- 1987-
```

Call Number — MF = microfilm — No code = bound — U = unbound

BEST COPY AVAILABLE

The call number of a periodical alone is *not* enough to enable you to find it. All issues of a periodical have the same call number, but not all issues of a periodical are shelved together in one room. Periodicals are located in three places in the Library. The location is determined by the code found in the Serials Record.

MF = **microfilm**, 3rd Floor East, Media Resources Center, in call number order

U = **unbound**, 1st Floor East, Current Periodicals Room, in call number order

No code = **bound**. Check the Collections Directory chart. Use the first letter of the periodical's call number to determine on which floor the bound issues are located.

Remember:

- to write down the call number, regardless of location.
- that codes apply only to the information *between* semi-colons.
- to check the entire listing of dates held, as a date may be listed more than once if the library has an issue in more than one format/location.
  - Microfilm (MF) volumes are in the Media Resources Center (Third Floor East), by call number, with other audiovisual materials.
  - Bound volumes are shelved with books on the same subject. See Collections Directory to determine the floor for that call number.
  - Unbound (U) current issues are shelved by call number in the Current Periodicals and Reserve Book Room (First Floor East).

There may be more than one copy of a particular volume of a periodical, and duplicate issues are often in different formats. Look again at the example on the previous page. Can you see that volumes 123, 124, 125, and 126 of *Time* are available on *both* microfilm and in bound volumes and therefore are located in two places: 3 East and 3 West? If you cannot see this, ask a librarian in the Reference Center to show you.

Periodicals must be used in the Library; however, you can make photocopies in the Copy Center. Microfilm may also be copied by using special printers in the Media Resources Center (3rd Floor East), a floor plan of which appears below.

Media Resources Center (3rd Floor East)

In addition to microforms, Media Resources has compact discs, records, audiocassettes, filmstrips, slide sets, equipment for using many types of audiovisual media and a copy camera for making photographs or slides of illustrations in books and magazines. Material in the Media Resources Center is listed in a card catalog near the entrance to the area, as well as in the main card catalog on the first floor and in the LIN computers. Media materials are checked out at the Service Desk, where you may also get help in using the equipment.

NEWSPAPERS

Newspapers report current events and subjects of international, national, regional, and local interest. Most magazines and journals do not cover local news. Newspapers can provide valuable information showing public opinion on current topics. Older issues of newspapers can give information about people and events of earlier times that may provide valuable perspective.

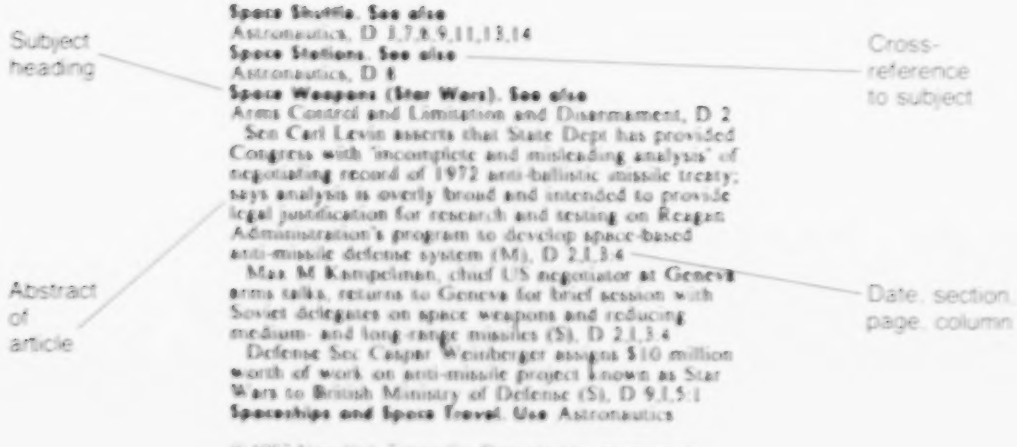
The *New York Times* is one of the most important American newspapers because of its extensive coverage of national, and international news, including political, social, and scientific events and biographical information about people in the news, with coverage from 1851 to today.

In addition to the *New York Times*, the University Library subscribes to the *Los Angeles Times* and other important newspapers, which are kept in the Current Periodicals and Reserve Book Room for six to eight weeks. Older issues of newspapers on **microfilm** are kept on the Third Floor East in the **Media Resources Center**. Microfilm format newspapers are arranged alphabetically by title and then chronologically by date of publication. It can be fun to look up the newspaper for the day you were born.

Newspaper Indexes

To find a newspaper article on a particular subject, use the newspaper indexes on the index tables in the Reference Center. These indexes are listed by title on the **Index and Abstracts Locations Chart** (in the Reference Center) along with indexes to magazines and journals.

One finds information in a newspaper index by subject. Under each subject heading, entries are arranged chronologically. The example below is from the *New York Times Index*.


Subject heading
Cross-reference to subject
Abstract of article
Date, section, page, column
Space Shuttle. See also
Astronautics, D 3,7,8,9,11,13,14
Space Stations. See also
Astronautics, D 8
Space Weapons (Star Wars). See also
Arms Control and Limitation and Disarmament, D 2
Sen Carl Levin asserts that State Dept has provided Congress with 'incomplete and misleading analysis' of negotiating record of 1972 anti-ballistic missile treaty; says analysis is overly broad and intended to provide legal justification for research and testing on Reagan Administration's program to develop space-based anti-missile defense system (M), D 2,1,3:4
Max M Kampelman, chief US negotiator at Geneva arms talks, returns to Geneva for brief session with Soviet delegates on space weapons and reducing medium- and long-range missiles (S), D 2,1,3:4
Defense Sec Caspar Weinberger assigns $10 million worth of work on anti-missile project known as Star Wars to British Ministry of Defense (S), D 9,1,5:1
Spaceships and Space Travel. Use Astronautics

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Another important newspaper index is the *Newspaper Index: Los Angeles Times*. In contrast to the New York Times Index, entries in this index do not tell much about an article's content. Only enough information is given to identify the article so that you can locate it in the newspaper. The index began in 1972. Below is a sample from the index to the *Los Angeles Times*.

PELLEY, CHRISTOPHER
Colin Gardner reviews works by artists Judy Rifka and Christopher Pelley (M) F 27 - VI, 17:2
PENA, ALEJANDRO
Dodger Alejandro Pena wins 20% pay cut in arbitration for 1987 season (M) F 15 - III, 2:2
PENMANSHIP
see
Handwriting
PENN, ARTHUR
Kevin Thomas reviews "Dead of Winter," directed by Arthur Penn; photo (M) F 6 - VI, 4:1
PENN, SAGON
Sagon Penn undergoes second trial for murder; photo (M) F 16 - II, 1:5
PENN, SEAN
Actor Sean Penn pleads not guilty to assault and battery charges (M) F 21 - I, 34:1
PENNER, MIKE
UC Irvine defeats San Jose State in basketball, 95-70 (M) F 6 - III, 8:1
Angel center fielder Gary Pettis loses arbitration bid; photo (M) F 13 - III, 2:3
UC Santa Barbara basketball team beats UC Irvine 92-85 (M) F 13 - III, 8:1
UC Irvine defeats Cal State Fullerton in basketball, 78-69 (M) F 15 - III, 6:1
Preview of Angels' upcoming season; photo (M) F 22 - III, 1:2
Angel shortstop Dick Schofield wins salary arbitration (M) F 22 - III, 12:1
Veteran catcher Bob Boone does not re-sign with Calif. Angels, but is free agent; players miss Boone at training camp; photos (L) F 25 - III, 1:2
Cross-reference
Subject heading
Topic of article
Date, section, page, column

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The University Library also has indexes for the *Wall Street Journal*, *Washington Post*, *Times of London*, and the *Christian Science Monitor*. As you learned on page 41, use the Index and Abstracts Locations chart in the Reference Center to find the table for these indexes.

BIOGRAPHICAL INFORMATION

Sometimes you need to write a report on a person, or you want to check the qualifications of the author of a book. You may need an address or background information for a well-known individual. Searching for information about a person requires you to use most of the research techniques you have learned.

There are many places to find biographical information. Some may be brief, listing only basic data about a person's life, such as birth and/or death dates, education, experience, and vocation. Other sources may be very detailed, describing events and accomplishments, as well as insights on the character and philosophy of an individual. Information about a famous person can often be gleaned from interviews.

To locate biographical information:

- check **encyclopedias** for information about very prominent people. You may wish to review pages 11 and 14 for the advantages and disadvantages of using an encyclopedia.
- look in the **card catalog** for long biographies of prominent persons. These will be filed, *as subjects*, under the person's last or family name. Remember that subject cards are characterized by all capitals at the top. If your person is an author, cards with his or her name in upper and lower case letters signify books he or she has written. Author cards are filed before subject cards. Often, subject headings for people include their birth and death dates:

  DEWEY, JOHN, 1859–1952
  FRANKLIN, BENJAMIN, 1706–1790

  If you know the individual's nationality or occupation, look in the card catalog using geographic or occupational subject headings followed by the subdivision — BIOGRAPHY or — DIRECTORIES. For example:

  SCIENTISTS, AMERICAN — DIRECTORIES
  TEACHERS — UNITED STATES — BIOGRAPHY
  UNITED STATES — BIOGRAPHY

  You may want to review the *Library of Congress Subject Headings* (pages 23 and 24) for information on determining subject headings.

- for articles, search a **newspaper index** or a **periodical index** in the subject for which the person is known. In addition, there is a specialized index covering biographical information. *Biography Index* will guide you to books, chapters in books, magazine articles, or reference sources containing biographical information. Use the **Index and Abstracts Location chart** in the Reference Center to find the table for this index. For even more references, the *Biography and Genealogy Master Index* (Ref CT210 B56 1980) gives citations to information in hundreds of sources.

Biography Index. New York: H.W. Wilson Co., Jan 1946/July 1949–

Indexes biographical information in books, periodicals, and newspapers. Entries are arranged alphabetically by last or family name. At the end of each volume is a list of all the persons included in the main section organized by their profession or occupation. A sample from *Biography Index* appears below. Compare the features of this entry with the sample periodical index entry on page 38.

Spinner, Stephanie, 1943-, author and editor
Something about the author, v38, facts and pictures about authors and illustrators of books for young people; edited by Anne Commire. Gale Res. 1985 p199 bibl il pors
Spofford, Ainsworth Rand, 1825-1908, librarian
ALA world encyclopedia of library and information services. 2nd ed American Lib. Assn. 1986 p782-4 bibl il pors
Spooner, Charles Sidney, 1862-1938, English architect
Gray, A. Stuart. Edwardian architecture; a biographical dictionary. University of Iowa Press 1986 p335 il
Sprague, W. G. R., 1865-1933, English architect
Gray, A. Stuart. Edwardian architecture; a biographical dictionary. University of Iowa Press 1986 p335-6 il
Springsteen, Bruce, singer and songwriter
Humphries, Patrick, and Hunt, Chris. Bruce Springsteen, blinded by the light. Holt, Rinehart & Winston 1986 176p il por
Juvenile literature
Greenberg, Keith Elliot. Bruce Springsteen. Lerner Publs. 1986 32p pors
Sprout, Harold Hance, 1901-1980, political scientist
Symposium: a tribute to Harold and Margaret Sprout. Int Stud Q 27:241-69 S '83
Sprout, Margaret Tuttle, 1903-, political scientist
Symposium: a tribute to Harold and Margaret Sprout. Int Stud Q 27:241-69 S '83
Spruth, Monika, German art dealer
Kontová, H. Conversations with art dealers [interview] por Flash Art no125:59-60 D/Ja '85-'86
Ssu-ma, Ch'ien, ca. 145-ca. 86 B.C., Chinese historian
Durrant, S. W. Self as the intersection of traditions: the autobiographical writings of Ssu-ma Ch'ien. J Am Orient Soc 106:33-40 Ja/Mr '86
St. James, Lyn, automobile racer
Cassidy, A. The winning style of Lyn St. James. il pors McCalls 113:88 Ap '86
Subject (biographee)
Book reference (title, publisher, date, pages)
Birth & death dates
Occupation, and nationality if not American
Name of article in journal
Journal reference (author, title, abbreviated journal name, volume, pages, date)

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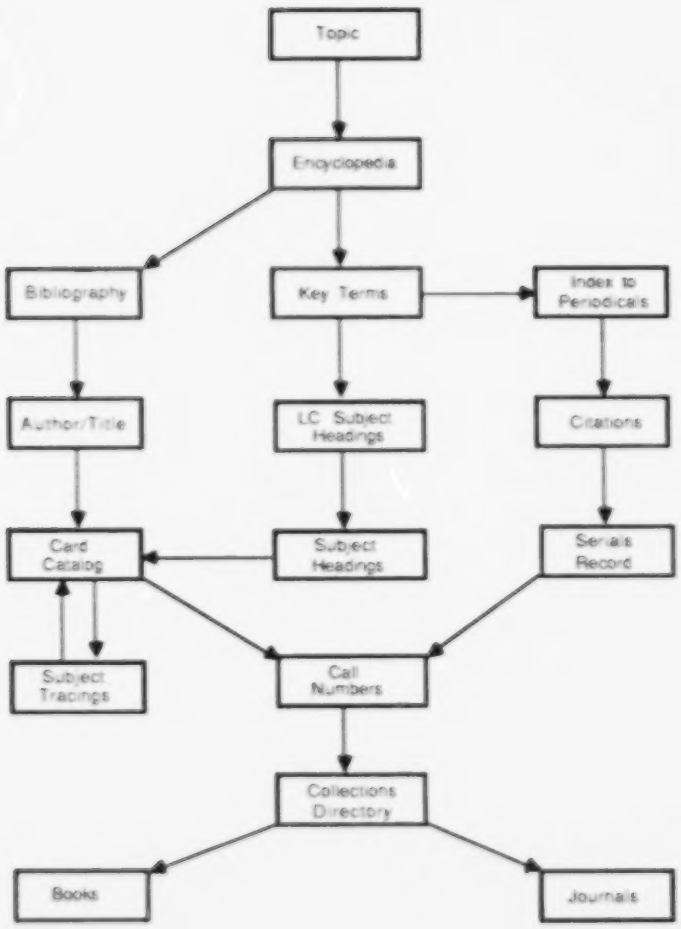
Review

The first three chapters of this book took you through one research strategy, step-by-step, from determining a topic, obtaining background information, finding books on the subject, to finding up-to-date information in journals and newspapers, to finding biographical information about the author.

When you have a strategy to use in seeking information, your time will be spent more efficiently and your task will be easier. Let us illustrate the process step by step as we look for information on a particular famous person.



1. Select a **topic** for research: Marilyn Monroe.

2. Read an **encyclopedia** article. *Encyclopedia Americana* has a brief article giving
   a. an *overview* of the topic (her life and career);
   b. jargon and *terms* peculiar to the topic (such as names of her movies);
   c. usually there is a **bibliography** (but not this time).

3. *Narrow* your topic
   a. decide which aspect of your topic to investigate;
   b. limit the topic.
      Narrowed subject: Her film, *The Misfits*, and her relationship with the playwright, Arthur Miller.

4. Search the **card catalog** or **LIN** using
   a. **authors** and **titles** you may have listed;
   b. **subject tracings** found on the catalog cards of books;
   c. subject headings you have obtained by comparing the terms listed in step 2b to the terms in the ***Library of Congress Subject Headings***.

      ACTORS AND ACTRESSES — UNITED STATES
      MOVING PICTURES

      Recall that most personal names are not included in the *Library of Congress Subject Headings* so just go to the catalog and look up

      MILLER, ARTHUR
      MONROE, MARILYN

5. Find the books using the Collections Directory.

6. Search **indexes to periodicals**, **journals**, and **newspapers**.
   For this subject, *Biography Index* (for articles on her life) and *Readers' Guide to Periodical Literature* (for contemporary articles on making *The Misfits*) would be a good place to start.

7. Find the specific journal or newspaper articles by using **Serials Record**. You may wish to review how Serials Record works by reading page 39 again.

By now you should have a grasp of the basics of doing library research. You can usually follow the same general steps no matter what subject you're researching, although the sources (the actual encyclopedias, subject headings, indexes, and journals) will vary, of course. Keep this handbook for future reference, and don't forget to ask one of the reference librarians or to sign up for one of the specialized research seminars offered each semester when your research needs grow beyond the basics.

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